MERIT PLACEMENT PLAN FOR EXCEPTED AND COMPETITIVE TECHNICIANS OKLAHOMA NATIONAL GUARD

Chapter 1	CENEDAL DROVISIONS	PARAGRAPH	PAGE
Chapter 1.	GENERAL PROVISIONS		
	Purpose	1-1	1-1
	Policy	1-2	1-1
	Scope	1-3	1-1
	Definitions	1-4	1-1
	Responsibilities	1-5	1-2
	Management Rights	1-6	1-4
Chapter 2.	EXCEPTIONS TO COMPETITION		
	Actions Exempt From Competition	2-1	2-1
	Placement Plan for Technicians		
	Entitled to Grade Retention	2-2	2-2
	Key Staff Positions	2-3	2-3
Chapter 3.	POSITION ANNOUNCEMENT AND API	PLICATION PROCE	DURES
	Request for Filling Vacancies	3-1	3-1
	Position Management	3-2	3-1
	Vacancy Announcement	3-3	3-2
	Posting of Announcements	3-4	3-2
	Areas of Consideration	3-5	3-2
	Use of Understudy/Identical Additional		
	Positions	3-6	3-3
	How to Apply Procedures	3-7	3-4
	Application Procedures	3-8	3-4
	Use of Trainee/Understudy/Upward		
	Mobility Positions	3-9	3-5
	Promotion of a Trainee	3-10	3-5
Chapter 4.	PROCESSING APPLICATIONS		
	Determining Eligibility	4-1	4-1
	Evaluation	4-2	4-1

Chapter 5.	CERTIFICATION AND SELECTION		
	Actions by the Human Resources Office	5-1	5-1
	Actions by the Nominating Official	5-2	5-1
	Actions by the Human Resources Office	5.2	<i>5</i> 2
	Upon Receipt of the Certificate	5-3	5-2
Chapter 6.	PLACEMENT/PROMOTION RECORDS		
	Purpose	6-l	6-l
	Records Required	6-2	6-l
	Retention of Records	6-3	6-1
	Privacy Protection	6-4	6-l
Chapter 7.	TEMPORARY PROMOTIONS AND DETAILS		
	Temporary Promotions	7-1	7-1
	Details	7-2	7-2
	Documentation Required	7-3	7-2
Chapter 8.	GRIEVANCES AND COMPLAINTS		
	Grievances	8-1	8-1
	Discrimination Complaints	8-2	8-1
	Administrative Reviews	8-3	8-1
Chapter 9.	TEMPORARY APPOINTMENTS		
	Purpose	9-1	9-1
	Appointment Requirements	9-2	9-1
	Duration and Extension of		
	Temporary Appointments	9-3	9-2
	Appointment Procedures	9-4	9-2
	Termination	9-5	9-2
	Extension/Separation Procedures	9-6	9-2
Chapter 10.	KEY STAFF POSITIONS		
	Key Staff Positions	10-1	10-1
	Procedures	10-2	10-2
	HRO Action	10-3	10-2
ANNEX A	Instructions for Preparation of SF 52-B		

CHAPTER 1

GENERAL PROVISIONS

- 1-1. <u>PURPOSE.</u> The purpose of this regulation is to establish the policies and procedures for merit promotion and internal placement of excepted and competitive positions authorized in the Oklahoma Army and Air National Guard. Additionally, it is to implement the procedures set forth in the National Guard Bureau Technician Personnel Regulation (TPR) 335. Users are invited to submit comments and recommendations for improvement to this Department, ATTN: OKHRO.
- 1-2. **POLICY.** It is the policy of the Adjutant General of Oklahoma to fill all excepted and competitive service technician positions based on merit and job related factors with the best qualified candidates, and to assure that all technicians are provided equal opportunity to apply and compete for advancement. All merit placement actions will be made without regard to political affiliation or nonaffiliation, age or nondistinctive physical handicap (except for military requirements for excepted technicians), and will utilize the technician's knowledge, skills, and abilities to the fullest practical extent when filling position vacancies.
- l-3. **SCOPE.** This plan encompasses all technician positions in the Oklahoma Army and Air National Guard, unless there are exceptions made by a collective bargaining agreement between the Adjutant General of Oklahoma and a labor organization granted exclusive recognition. This plan will be used in filling positions in the excepted and competitive service through initial appointment, promotion, reassignment, reinstatement, demotion, repromotion, and transfer.
- l-4. **<u>DEFINITIONS</u>**. Listed below are definitions used throughout this publication to provide clarity to this plan:
- a. <u>Excepted Service Technician.</u> An excepted service technician employed by the Oklahoma Military Department is a federal employee who, under the provisions of Section 709 (b), Title 32, United States Code, is required to be a member of the Army or Air National Guard as a condition of employment. The technician must hold the grade of officer, warrant officer or enlisted, and in a compatible SSI/MOS/AFSC as specified in the compatibility criteria published by the National Guard Bureau for each excepted service position.
- b. <u>Non-Dual Status Technician</u>. A competitive service technician employed by the Oklahoma Military Department is a federal employee employed under the provisions of Section 709, Title 32 United States Code, and is <u>not</u> required to be a member of the Oklahoma Army or Air National Guard as a condition of employment. As a general rule, such a technician acquires competitive status via the Office of Personnel Management (OPM) prescribed system which may include examination and /or service of specified periods of time in career conditional and/or career appointments.

c. <u>Area of Consideration.</u> The area of consideration is the area in which an agency makes an intensive search for eligible candidates in a specific placement action. The minimum area of consideration is the area designated by the placement plan in which the agency should reasonably expect to locate enough high quality candidates, as determined by the agency, to fill vacancies in the positions covered by the plan.

- d. <u>Selective Placement Factors.</u> Selective placement factors are the knowledge, skills and abilities, or the personal characteristics that are absolutely essential to successful performance in the position to be filled. When selective placement factors are used they become part of the basic eligibility requirements for the position and will appear on the vacancy announcement. The use of selective placement factors requires written justification which will be submitted with the SF 52-B, "Request for Personnel Action", and will become part of the merit placement record.
- e. <u>Subject Matter Specialist</u>. When there are more than ten qualified applicants for an announced position, a subject matter specialist will be requested. This specialist will be a person who occupies a higher grade than that of the position to be filled, and must be fully qualified in the occupational code or area of operations in which the vacancy exists. The specialist is responsible for determining the 10 best-qualified applicants based upon the critical knowledge, skills, and abilities of the position.
- f. **Priority Placement Roster.** A priority placement roster will be maintained by the Human Resources Office for all overgraded technicians entitled to grade retention as a result of reduction in force, reclassification, or management- directed change-to-lower grade. These technicians will be afforded priority placement in vacant positions for which they meet the full technician and military qualifications for a period not to exceed 2 years from the effective date of the personnel action that caused them to be eligible for priority placement.

1-5. **RESPONSIBILITIES.**

- a. The Adjutant General is the appointing authority for the Oklahoma National Guard technician program, and is the highest level of authority in the state concerning the overall application of this merit placement plan.
- b. The Adjutant General has further delegated the appointment authority to the Human Resources Officer (HRO) who is responsible to the Adjutant General in insuring that the requirements of this merit placement plan are carried out. The HRO will:
 - (1) Develop, maintain, evaluate and revise the program as necessary.
 - (2) Assure that candidates are properly evaluated and certified for placement.
- (3) Maintain the necessary records required to reconstruct the promotion action to include documentation how each candidate's application was evaluated.

(4) Ensure each individuals' rights to privacy are protected by releasing pertinent documents and information to officials in the chain of command for the position affected.

- c. Managers and supervisors will:
 - (1) Assure that technicians under their supervision are aware of this plan.
- (2) Assure that actions affected within their area of responsibility are based on merit without discrimination.
- (3) Encourage technicians under their supervision to participate in developmental opportunities, and to apply for positions for which qualified.
 - (4) Recommend changes to this plan to the HRO.
- (5) Assure that technicians under their supervision who are absent (military duty, service schools, compensable injury which does not exceed 1 year, etc.) are considered for positions for which qualified.
 - d. Individual technicians are responsible for:
 - (1) Pursuing developmental opportunities in preparing to assume higher level duties.
 - (2) Familiarizing themselves with the provisions of this plan.
- (3) Assuring that applications/resumes contain accurate and current information concerning qualifications and self-development activities.
- (4) Arranging with their supervisors to submit applications for vacancies when temporarily absent from their jobs.
- 1-6. **MANAGEMENT'S RIGHTS.** Recognizing that it is essential to the accomplishment of the Oklahoma National Guard mission that technician positions be filled with the best qualified individuals available, management retains the right to select or not select from among a group of properly certified candidates for promotion; or from any other appropriate source most likely to best meet the mission objectives of the Oklahoma National Guard.

CHAPTER 2

EXCEPTIONS TO COMPETITION

2-1. ACTIONS EXEMPT FROM COMPETITION.

- a. A promotion resulting from the upgrading of a position without significant change in the duties and responsibilities due to issuance of a new classification standard, or the correction of a classification error.
- b. A promotion resulting from a technician's position being classified at a higher grade because of additional duties and responsibilities.
- c. Placement of overgraded technicians entitled to grade retention as a result of RIF, reclassification, transfer of function or management directed change to lower grade.
- d. Promotion when competition was held earlier (i.e., position advertised with known promotion potential).
- e. Repromotion to a grade or an intervening grade or position from which a technician was demoted without personal cause and not at his/her request.
- f. Promotion resulting from a technicians position being reclassified at a higher grade because of additional duties and responsibilities.
 - g. Position change (reassignment) to a position having no higher promotion potential.
 - h. A position change permitted by reduction-in-force regulations.
- i. A temporary promotion, or detail to a higher grade position or a position with known promotion potential, of 120 days or less.
- j. Selection of a former technician from the Reemployment Priority List for a position at the same or lower grade than the one last held.
- k. Technicians have 5 years from the date they left their technician position to enter active duty to restore to the technician program.
- 1. Placement as a result of priority consideration when a candidate was not previously given proper consideration in a competitive action.

2-2. PLACEMENT PLAN FOR TECHNICIANS ENTITLED TO GRADE RETENTION:

a. <u>Coverage.</u> The provisions of this plan apply to technicians entitled to grade retention under Section 5362 of Title 5, United States Code. These procedures do not apply to technicians entitled to pay retention only. The Civil Service Reform Act of 1978 provides for grade retention for 2 years for technicians who are demoted through no fault of their own as the result of reclassification of their positions, reduction-in-force or transfer of function provided they had held one or more positions at a grade or grades higher than the new position for at least 52 weeks.

b. <u>Policy.</u> It is the policy of DOD, NGB and the Adjutant General of the State of Oklahoma, to provide aggressive priority placement assistance to those technicians in grade retention status.

c. Placement Actions.

- (1) Separate retained grade rosters (Priority Placement List) will be maintained by the HRO for ARNG and ANG technicians who are placed in lower graded positions as the result of reduction-in-force, reclassification, or transfer of function actions. Those technicians will be given priority placement to equal or intervening grade positions for which they meet the full technician and military qualifications. Such priority placement efforts will precede normal vacancy publication actions under this Merit Placement Plan. Upon receipt of a request to publish a vacancy announcement, the HRO will:
- (a) Review the Priority Placement List, and determine if qualified technicians from that list are available within the commuting area. If none are available, the position will be released for advertisement.
- (b) If there are qualified technician(s) within the commuting area, an offer in the form of a certificate of eligibles will be forwarded to the supervisor of the vacant position for selection. If the supervisor does not find the technician qualified, he/she must submit a memorandum stating specific reasons why the technician does not possess the knowledge, skills and abilities for the position.
- (c) If there is not any qualified technicians within the commuting area, offers may be made to qualified technicians outside the commuting area. No offers outside the commuting area will be made to intervening grade positions.
- (2) Grade and pay retention will be terminated if a technician refuses an offer to a position with in the commuting area equal to the technician's retained grade. Acceptance or declination of a position at an intervening grade, or outside of the technician's commuting area will not affect grade retention.

2-3. **KEY STAFF POSITIONS**

See Chapter 10

CHAPTER 3

POSITION ANNOUNCEMENT AND APPLICATION PROCEDURES

- 3-1. **REQUEST FOR FILLING VACANCIES.** When requesting a position be filled, the selecting official will submit a SF 52-B, Request for Personnel Action, through normal channels, to the HRO (See Annex A for example). **MANDATORY** information on the SF 52-B is:
 - a. Position title, position description number, grade, location,
- b. Type of appointment (excepted or competitive). Position will not be announced for both types of appointments
- c. Military grade available officer (01 to 06), Warrant officer (Wl to W5), Enlisted (El to E9). based upon compatible vacancies in TDA, MTOE, or UMD. Situations of military or technician grade inversion are not permitted; i.e., a technician is subordinate to an individual in technician status but senior to him/her in a military status.
- d. Recommended area of consideration sufficiently broad enough to ensure the availability of high quality candidates, taking into account the nature and level of the positions covered. .
- e. Recommended selective placement factors. If selective placement factors are used, full justification must be submitted. (See para l-4d).
- f. Name and title of Nominating Official. (Nominating authority should be delegated to the lowest level of supervision consistent with good management practices.) This will be the person that will conduct the job interviews from the certificate.
 - g. Position sensitivity (level of security clearance required).
 - h. Pre-employment screening statement, if applicable.
- i. Statement concerning Combat Probably Code, if appropriate for compatible assignment.
- 3-2. **POSITION MANAGEMENT.** Prior to approving a request for a vacancy announcement, the HRO will:
- a. Conduct a position control review to insure that the position is vacant, or has a projected vacancy date, and that the minimum mandatory information from para 3-1 is present.

b. The HRO will also review the request to ensure there is no known classification action pending.

- c. The SF 52-B has the proper authorizing signatures and has gone through proper technician supervisory channels. (For surface maintenance positions, the SF 52-B will be routed through OKMO).
 - d. Employment authorizations (funding) will not be exceeded at time of selection.
- e. The current position description accurately reflects the duties of the position, and the qualifications are valid.
- f. Accomplish the actions required for technicians entitled to grade retention (see para 2-3) to assure that placement assistance in given to technicians so affected. These technicians will be afforded priority placement to equal or intervening graded positions for which they meet the full technician and military qualifications prior to releasing the position for announcement.
- 3-3. **VACANCY ANNOUNCEMENT.** When a position is <u>not</u> going to be filled by exception to competition (See chapter 2), the vacancy will be announced. As a minimum, the vacancy announcement will contain the mandatory information as outlined in paragraph 3-1, the opening and closing dates, how to apply, and the equal employment opportunity statement.
- 3-4. **POSTING OF ANNOUNCEMENTS.** Vacancies will be announced for a minimum of 10 days to ensure interested persons are aware of the vacancy. Announcements will be posted conspicuously throughout the area of consideration in those areas most accessible to all members of the Oklahoma National Guard.
- 3-5. **AREAS OF CONSIDERATION.** The area of consideration for each specific position vacancy announcement will be that deemed most appropriate by the Nominating Official to insure the receipt of sufficient qualified candidates. The type of position, availability of candidates, position qualification, budgetary limitations, and compatibility requirements are additional factors which may be used in determining the area of consideration. Management may expand the area of consideration for a particular placement action when it has been determined that the initial area did not produce a sufficient number of qualified candidates. The following are the standard areas of consideration which may be used for actions covered by this plan. Areas of consideration may be used selectively, or in the combinations necessary to develop an adequate listing of qualified and available candidates for the position. Examples include:

a. All excepted technicians employed at the (list Installation, organization, functional area, etc.).

- b. All excepted technicians in the Oklahoma Army National Guard or all excepted technicians in the Oklahoma Air National Guard.
 - c. All members of the Oklahoma National Guard.
 - d. Personnel eligible for membership in the Oklahoma National Guard.
 - e. All competitive technicians of the Oklahoma National Guard.

NOTE: A combination of excepted and competitive area of consideration will not be made on the same announcement.

3-6. <u>USE OF UNDERSTUDY/IDENTICAL ADDITIONAL POSITIONS</u>.

- a. <u>Understudy Positions</u>. An understudy position is defined as a temporary position designed to provide program continuity when it becomes necessary to provide a transitional period for a technician who has been selected for a key managerial position. When using this authority, management may select, through merit placement procedures, a fully qualified individual who will understudy (learn program nuances, personal contacts, etc.) the current incumbent for a period not to exceed 120 days prior to his or her established departure date. When implementing this authority, the following procedures are to be used:
- (1) Obtain overhire authority from the appropriate manpower office (ARNG or ANG).
- (2) Prepare a statement of differences for one grade under the full grade of the position to be filled. Approval for the statement of differences comes from the HRO. The grade controlling duties, i.e., major program issues and final decision making authority, cannot be shared between the principal and the understudy.
- (3) The understudy position will be filled using the merit procedures outlined in this plan. The statement "Understudy Position" will be placed in the position block on the vacancy announcement. The person selected must meet the full qualifications of the target position.
- b. <u>Identical Additional (IA) Positions</u>. IA refers to a position which suitably describes identical work being performed by more than one person for a period not to exceed 60 days. The following procedures will be used to fill an IA position:

- (1) Obtain IA authority from the HRO prior to advertising the position.
- (2) IA positions must be identical to those on the existing manning document, and will be funded through existing manpower authorizations.
- (3) When a position is not authorized for the type of services needed, or an additional position is needed for a period of time beyond 60 days, the supervisor may request through command channels to OKHRO the additional position or overhire authority. Such requests will be forwarded to the appropriate ARNG or ANG manpower office for approval.
- 3-7. **HOW TO APPLY PROCEDURES.** There are three methods by which an applicant's qualification for a position can be determined. The method used is solely the applicant's choice. Neither management or this agency can dictate the form used to apply for technician positions.
- a. **Standard Form 171.** This form is no longer available, but applications using this format will be accepted.
- b. <u>Optional Form 612.</u> (Optional Application for Federal Employment) is an abbreviated document by which the applicant's qualifications can be determined. It must reflect the applicants current and/or past employment experience which relates to the position for which applying. The difference between the OF 612 and the SF 171 is that the OF 612 only requires experience that directly relates to the position for which applying.
- c. **Resume.** The resume may be used to apply for announced positions, but it must provide all the information requested on the OF 612 and in the vacancy announcement as a minimum, or the applicant may lose consideration for a position.
- 3-8. **APPLICATION PROCEDURES**. Applicants wishing to respond to published vacancy announcements will:
- a. Carefully review the qualification requirements for the vacancy and match their own experience, education, and other related factors to those in the announcement prior to submitting their applications. An application may be submitted if the minimum qualification requirements and selective placement factors are met.
- b. Submit a SF 171, OF 612, or a resume to the Human Resources Office for each position the applicant desires consideration. Applications must be received in the Human Resources Office no later than the close of business on the closing date of the announcement. Applications received after the closing date will not be considered. Applications must be signed and dated by the applicant prior to submission.

c. Include all experience, dates of employment, number of hours worked per week, education, training, awards, special qualifications, and other information which is directly related to the position for which application is made. This is particularly important since this information will be used to determine basic eligibility. Do not make reference to material in the official Personnel Folder (OPF), or any military records. Only information in the application and attached documents will be used in the screening process. If an applicant fails to give complete details, it will cause an application to be considered non-qualified. Qualifications may be verified with current and former employer(s)/supervisor(s).

- d. The HRO will maintain a list of technicians who have restoration rights with the types and grades of positions for which they are interested and qualified. This applies only to persons outside the OKNG AGR program. Persons in the OKNG AGR Program have access to employment bulletins and have the same opportunities to apply for vacancies as current employees.
- 3-9. <u>USE OF TRAINEE/UNDERSTUDY/UPWARD MOBILITY POSITIONS.</u> When the qualification requirements of a position are such that it is difficult to find fully qualified applicants, or it is to be filled at a lower grade, the position may be announced for consideration of fully qualified applicants and applicants qualified at the trainee level. The requesting activity will provide the Human Resources Office with the same information as outlined in paragraph 3-1, but will also include the following information:
 - a. Recommended lower grade(s), as applicable.
- b. Recommended modified duties and responsibilities for the lower grade (Statement of Differences).
- c. Selective placement factors for both fully qualified and lower graded position, if any, and justification for their use.
 - d. Individual Development Plan requirements for promotion to each grade listed.
- 3-10. **PROMOTION OF A TRAINEE.** A technician who is selected through merit placement procedures to fill a position at less than the authorized grade and who completes all necessary training programs and meets the qualifications and legal requirements for the position may be noncompetitively recommended for promotion by the immediate supervisor of the position. The Classification Specialist from HRO is required to perform a desk audit to ensure the technician is performing the full scope of the position description.

CHAPTER 4

PROCESSING APPLICATIONS

- 4-1. **<u>DETERMINING ELIGIBILITY.</u>** Basic eligibility determination will be accomplished by the HRO as follows:
- a. Evaluations will be based solely on experience and education as listed in the qualification requirements. Applicants who meet the minimum qualifications will be considered basically eligible. Applications will be evaluated and documented on evaluation forms prepared for each announced position, and maintained in the appropriate merit promotion file for the advertised position.
- b. The minimum qualification standards are based upon the position description plus military qualifications and selective placement factor (if used), and will serve as the basis for determining eligibility for excepted positions. The U.S. Office of Personnel Management Qualifications Handbook, plus proof of competitive status, time-in-grade requirements and selective placement factors (if used) will serve as the basis for determining eligibility for competitive service positions.
- c. Applicants not meeting the minimum qualifications will be informed by letter with a statement as to what basic qualifications were lacking.
- 4-2. **EVALUATION.** All eligible candidates will be certified to the nominating official on one certificate of eligibles. When there are more than ten qualified applicants, a subject matter specialist will be used to further screen candidates prior to referral. The nominating official will then receive a certificate of eligibles of the ten best-qualified applicants for the position.

CHAPTER 5

CERTIFICATE AND SELECTION

5-1. ACTIONS BY THE HUMAN RESOURCES OFFICE.

- a. The HRO will evaluate all applications to ensure applicants meet the minimum qualifications as required on the vacancy announcement.
- b. Applicants who meet the basic eligibility requirements as indicated on the vacancy announcement will be certified to the nominating supervisor utilizing an automated Certificate of Eligible. If there is are more than ten qualified applicants for a position, the evaluation procedures of paragraph 4-2 will be followed prior to certification.
 - c. The certificate of eligibles will list the eligible applicants in alphabetical order.
- 5-2. **ACTIONS BY THE NOMINATING OFFICIAL.** The nominating official is entitled to select or to not-select any applicant for nomination on the certificate. Upon receipt of the certificate, the nominating official will:
- a. Review each application/resume, schedule interviews, and make a nomination pending approval of the Adjutant General. If all applicants are rejected, the certificate will be returned to the HRO with the rationale as to why each applicant was rejected and why a nomination could not be made.
- b. If a certificate contains three or less qualified applicants, the nominating official may return the certificate and request an expansion of the area of consideration, restructure the position, etc.
- c. If one applicant is interviewed, however, the nominating official **must** interview all applicants on the certificate.
- d. Prepare letters with addressed envelopes for notifying the nominated applicant for the position, and those who were not selected. **DO NOT MAIL.** Forward original and one copy with the Certificate of Eligible to the HRO. The HRO will mail the letters when the nomination is approved by The Adjutant General.
- e. If the person selected is already a technician, the HRO will notify the gaining supervisor to arrange for a release date with the losing supervisor, or an inprocessing date. Under no circumstances does the nominating official have the authority to establish an effective date.

f. Sign and return the certificate to the HRO with the following required nomination documents:

- (1) SF52-B, Request for Personnel Action, (See Annex A for complete instructions).
- (2) Applications/resumes.
- (3) Letters to nominated and non-selected applicants, (See paragraph 5-2b above).
- (4) Military assignment data, (Remarks section, SF 52-B).
- (a) ARNG personnel who require reassignment/transfer/SSI/MOS change to meet compatibility will have the necessary action submitted on a memorandum request. If this action necessitates the movement of other personnel, those actions will be requested in accordance with OMD Pam 600-200/OMD Pam 600-100.
- (b) ANG personnel will use AF Form 2096 to accomplish reassignments, transfers, or other actions necessary to document a technician's compatible military assignment.
- (c) If the nominated applicant's military assignment already complies with the compatibility criteria established for the position, the military assignment data will be entered on the SF-52B in the Remarks Section in accordance with the instructions contained in Appendix 1, Annex A. This information will then be verified through the appropriate ARNG/ANG military personnel office. **NOTE:** No action will be taken on appointments, reassignments, etc., without the compatibility data required above.
- (d) Insure nominee can be assigned to a compatible position without violating Combat Probability Code criteria.
- (5) SF 181, Ethnicity and Race Identification, is attached to each qualified application/resume. This is for statistical data and should be completed (where indicated) and returned to HRO.
- 5-3. <u>ACTIONS BY THE HUMAN RESOURCES OFFICE UPON RECEIPT OF THE CERTIFICATE.</u> The HRO will perform an administrative review and the following actions:
- a. Notify the nominating official that the nomination was approved and establish a time and date of inprocessing (again, the nominating official does not have the authority to establish an effective date). If the nomination was not approved, the official will receive further instructions from the HRO as to the options available.

- b. Complete the merit promotion file in accordance with Chapter 6.
- c. Make the personnel action effective the start of first pay period following the date of selection.

d. Arrange for medical screening, if required.

CHAPTER 6

PLACEMENT/PROMOTION RECORDS

- 6-1. **PURPOSE**. Complete merit promotion records are required to be maintained by the HRO for the following reasons:
 - a. To provide an audit record of the action taken.
 - b. To evaluate the merit placement program.
- c. To provide proof that merit placement actions are being made on a fair and equitable basis in accordance with this plan.
- 6-2. **RECORDS REQUIRED**. Sufficient records are required to allow reconstruction of the placement actions for inspections and grievances. As a minimum, the following information and forms will be retained for each merit promotion file:
- a. The request from the supervisor requesting the announcement be advertised (SF 52-B, Request for Personnel Action).
 - b. A copy of the vacancy announcement.
 - c. A list of all applicants names, both qualified and nonqualified.
 - d. Documentation used to evaluate applications.
 - e. The signed certificate of eligibles from the nominating supervisor.
 - f. A record of the Priority Placement List being cleared.
- g. Copies of all applications submitted for the vacancy except for nominee. The original application for the nominee will be placed in his/her Official Personnel Folder (OPF).
- 6-3. **RETENTION OF RECORDS**. Records will be maintained for a minimum of 2 years unless a grievance is pending wherein records will be maintained until resolution.
- 6-4. **PRIVACY PROTECTION.** Information relating to individual placement actions or to the applicant such as how many applied or who qualified will be discussed only with or shown to authorized individuals. Supervisors and personnel specialists participating in merit placement actions will not disclose the details of the applications and the contents of the certificate of eligibles to unauthorized persons. Applicants who call the HRO for information pertaining to the advertised position will be given information on their application only.

CHAPTER 7

TEMPORARY PROMOTIONS AND DETAILS

7-1. TEMPORARY PROMOTIONS (ALSO KNOWN AS A TIME-LIMITED PROMOTION PER 5 USC 335.102 (f).

- a. Except when the service is for a brief period (less than 30 days) a temporary promotion is a means of meeting a situation requiring the temporary service of a technician in a higher graded position. A temporary promotion to an established position not only recognizes management's needs and the technician's new responsibilities, but also compensates the technician monetarily for the higher graded work performed. The technician selected, however, must fully meet the qualification requirements of the higher graded position, and grade and/or pay retention benefits are not granted to the technician upon return to his/her former grade.
 - b. It may be used, for example, when:
- (1) A technician has to perform the duties of a position during the extended absence of the incumbent:
 - (2) To fill a position that has become vacant until a permanent appointment is made;
 - (3) To assume responsibility for an increased workload for limited periods; or
 - (4) To participate in a special project that will last for a limited period.
- c. A temporary promotion is **not** appropriate for training or evaluating a technician's performance in a higher-graded position. It **may not be used** to give a technician a trial period before permanent promotion, to decide among candidates for permanent promotion, or to train a technician in a higher graded position.
- d. A technician selected for a temporary promotion **must be given an advance written notice of the conditions of the temporary promotion.** The notice will include the time limit of the promotion; the reason for a time limit; the requirement for competition for promotion beyond 120 days, where applicable; and that the technician may be returned at any time to the position from which temporarily promoted, or to a different position of equivalent grade and pay; and that the return is not subject to the procedures in parts 351 (reduction-in-force), 432 (performance), 752 (adverse actions), or 771 (grievance procedures). The technician must be informed in terms that leave no doubt of the temporary nature of the action.

e. Temporary promotions beyond 120 days must be filled using the competitive procedures of this regulation. The duration of the temporary promotion must be specified and will be for a period of not more than 5 years. Prior temporary promotion time served during the preceding 12 months is included when computing the period.

- f. Temporary promotions may be extended beyond 5 years with supervisory justification (i.e., project work with a specific ending date, pending reorganization, downsizing, etc.).
- g. A temporary promotion may be made permanent if competitive procedures were used originally, and the vacancy announcement stated it could lead to a permanent promotion without further competition (i.e., "temporary promotion not to exceed 12 months with possible permanency.")
- 7-2. **<u>DETAILS</u>**. When the necessary services cannot be obtained by other means (i.e., through temporary promotion, reassignment, competitive procedures), a technician may be detailed in 120-day increments to the **same**, **higher graded**, **or lower graded** General Schedule or wage system position for up to 1 year. Details to exceed one year will be filled through competitive procedures. Extensions beyond these time limits require a request from the supervisor providing justification as to why the exception should be granted. Such requests will be forwarded by OKHRO for approval.
- 7-3. **<u>DOCUMENTATION REQUIRED</u>**. Personnel actions outlined in this chapter will be requested using a SF 52-B, Request for Personnel Action, and will be submitted through channels per Annex A of this plan.

CHAPTER 8

GRIEVANCES AND COMPLAINTS

- 8-1. **GRIEVANCES**. A technician who believes that proper procedures were not followed in a particular placement action for which they were an applicant may present a grievance under the appropriate grievance procedures. A grievance will not be considered when based solely on nonselection from a properly constituted certificate of eligibles, or an action required to be taken by this Department under the provisions of statute; or instructions from National Guard Bureau and/or The Office of Personnel Management.
- 8-2. **<u>DISCRIMINATION COMPLAINTS</u>**. Allegations of discrimination because of race, color, religion, sex, age, handicapping condition, or national origin made during any phase of the selection process will be considered under the Oklahoma National Guard Equal Employment Opportunity Program.
- 8-3. <u>ADMINISTRATIVE REVIEWS</u>. All applicants have the right to request an administrative review of the procedures used in determining qualifications for placement/promotion, or failure to be placed on any certificate of eligibles. Requests not resolved at the local level will be submitted in writing to this office, ATTN: OKHRO-PM, not later than 10 days after the date on which the technician was notified that he was not placed on the certificate.

CHAPTER 9

TEMPORARY APPOINTMENTS

9-1. **PURPOSE**. Temporary appointments are designed to provide technicians to assist with short-term (usually less than 1 year) additional work requirements. Technicians granted temporary appointments do not serve a trial period, do not have reduction in force protection, and may be separated before the expiration of their appointment when their services are no longer needed, or there is no longer any funding for the position provided there was a 30 day notice issued.

9-2. **APPOINTMENT REQUIREMENTS**.

- a. <u>Temporary limited (not to exceed) appointments</u>. Persons appointed to positions under this authority:
- (1) Must be members of the Oklahoma Army or Air National Guard, as appropriate, for excepted positions..
- (2) Must meet all military membership and technician appointment requirement for excepted positions (i.e., officer, warrant, enlisted).
 - (3) Must meet the qualification standards established for the position.
- b. <u>Indefinite Appointments</u>. Excepted appointments with indefinite time limitations should be used when the appointment is expected to extend beyond 1 year. There is no authority to make indefinite competitive appointments. Competitive procedures must be used when filling a position on an indefinite basis, and must be so stated on the job vacancy announcement (for example, "indefinite", or "indefinite with possible permanency"). Persons appointed with indefinite status:
 - (1) Must meet all military membership and compatibility requirements.
 - (2) Must meet the qualification standards established for the position.
- (3) Do not acquire permanent status. Technician will be placed in tenure group III for reduction-in-force purposes.
 - (4) Do not serve a trial period.
- (5) May be separated when their services are no longer needed. All separations must be preceded by a 30-day notice. The provisions of TPR 752 do not apply.

(6) May be promoted, changed to lower grade, or reassigned to other positions with indefinite status.

9-3. **DURATION AND EXTENSION OF TEMPORARY APPOINTMENTS.**

- a. **Excepted**. The Adjutant General may make and extend excepted temporary appointments in increments of up to 1 year each for a total of 4 years. Extensions beyond 4 years require NGB approval.
- b. **Non Dual Status (NDS)**. The Adjutant General is authorized to make competitive temporary appointments for up to 1 year, and extend those appointments in 1-year increments for up to 4 years. No extensions beyond the fourth year are authorized. The procedures contained in OMD TPR 335 are applicable for this type of appointment.

9-4. APPOINTMENT PROCEDURES.

- a. For NDS appointments use the procedures listed in Chapters 3 through 6 of this regulation.
- b. For Excepted/Dual Status Appointments submit a SF 52-B and an employment application to request the appointment.
- 9-5. **TERMINATION.** Technicians serving under a temporary appointment will be separated when:
 - a. The appointment expires.
 - b. There are no funds to support the appointment.
- c. There is no longer a need for the services of the position, i.e., lack of work for the technician.

<u>Note</u>: All technicians are required by law to receive a 30-day notice prior to separation. This notice is placed on the SF 50 upon initial appointment.

9-6. **EXTENSION/SEPARATION PROCEDURES**. A SF 52-B will be used to request an extension or separation of a temporary technician.

CHAPTER 10

KEY STAFF POSITIONS

10-1. <u>KEY STAFF POSITIONS</u>. The effectiveness of management within the Oklahoma National Guard depends in large measure on the quality of personnel appointed by the Adjutant General to key staff positions. Key staff positions report directly to the Adjutant General, Command Administrative Office or Air Commander. Key staff positions of the Oklahoma Military Department are as follows:

a. ARNG:

- (1) Command Administrative Officer
- (2) Logistics Management Officer (DCSLOG)
- (3) Military Personnel Officer (DCSPER)
- (4) Deputy Chief of Staff for Operations (DCSOPS)
- (5) Supervisory Logistics Management Officer (USPFO)
- (6) Supervisory Aircraft Pilot (SAO)
- (7) Facility Management Officer (ENG)
- (8) Administrative Officer (OIC)(45 SIB, 45 FA, 90 TC, Camp Gruber, RTI)
- (9) Deputy Chief of Staff of Information (DCSIM)
- (10) State Command Sergeant Major
- (11) State Chief Warrant Officer
- (12) Command Program Specialist (SGS)
- b. Joint Army/Air Positions
 - (1) Human Resources Officer
 - (2) Public Affairs
 - (3) Judge Advocate General

- c. ANG:
 - (1) Executive Support Staff Officer
 - (2) Air Commander (Wing Level)
 - (3) Detachment Commander (EIS)
 - (4) Vice Air Commander
 - (5) Director of Operations
 - (6) Director of Logistics
 - (7) Comptroller
 - (8) Director of Support
 - (9) Base Safety Officer
- 10-2. <u>Procedure</u>. The Adjutant General, or appropriate nominating official, may use this procedure in place of requesting a vacancy announcement. A request for personnel action (SF-52B) will be submitted to the HRO indicating "FILL POSITION KEY STAFF". All other items on the SF-52B will be completed in accordance with Annex A of this regulation.
- 10-3. <u>HRO Action.</u> The HRO will screen the Official Personnel Folders (OPFs) of the technicians that meet the qualifications for the position and any criteria listed by the requesting supervisor. A referral in the form of a Certificate of Eligibles will be forwarded to the Nominating Official for action.
- 10-4. The nominating official will indicate their nominee for the position and return the certificate. The nominating official may interview or, screen records in making their nomination.
- 10-5 The HRO will complete the action in accordance with this regulation.

Annex A

INSTRUCTIONS FOR PREPARATION OF SF 52-B

POSITION ACTIONS

Fill position: To advertise a job vacancy using merit promotion procedures.

Cancel and establish: Used to cancel a position that is no longer needed and/or valid, and establish another position in its place.

PERSONNEL ACTIONS

Promotion Detail NTE

Temporary Promotion (NTE) Extension of Detail NTE

Leave Without Pay (LWOP) Reassignment

Return to Duty (RTD) Change to Lower Grade

Appointment Resignation

Temporary Appointment (NTE) Retirement

Extension of Temporary Termination

Appointment (NTE)

ITEM

INSTRUCTIONS

Part A-Requesting Office

1. Actions Requested

Enter either a position action or personnel action from the list on page A-1. If there is a time limit involved in the action (i.e., temporary appointment, temporary promotion, etc.) must specify a not to exceed date.

2. Request Number

NA

3. For additional information call number

Enter the name and telephone

of the person most familiar with the action requested who can furnish the HRO with additional information if required. This is normally the first line supervisor.

4. Proposed Effective Date

Enter date on which action is desired. For promotion, reassignments or change to lower grade use the beginning date of the next pay period; in separation action, show last date the technician will be on the job.

5. Action Requested By

Enter the signature and title of person requesting the action (normally the first line supervisor).

6. Action Authorized By

Enter the signature and title of person authorized to approve the personnel action request (normally second-line supervisor).

Part B-For Preparation of SF 52

1. Name Last, first, middle. Please show full

middle name.

2. Social Security Number Self-explanatory

3. Date of Birth Enter in MM-DD-YY format

(e.g. 10-24-96). Do not use military

date format..

4. Effective date Leave blank; the actual effective date

will be established by OKHRO

5-A - 6-F Leave Blank. These items are coded

First Action and Second Action in HRO.

7. From (Position Title and Number) Enter official title and position number

(obtained from official position

description) of position technician that

would be vacating (.i.e., for a

promotion, reassignment, resignation, termination, retirement, detail change

to lower grade and temporary

promotion). Also would be the "cancel"

position of a cancel and establish

action.

8, 9,10. Pay Plan, Occupational Code, Enter pay plan, occupational code, and grade and grade or level.

as reflected on official position description,

(.e.g., WG-8852 10 or GS-0301-11).

11. Step or Rate Leave blank

Leave blank 12. Salary

13. Pay Basis Leave blank

14. Name and Location of Position's Name and location of organization from which

individual action is being accomplished. Organization

15. To (Position Title and Number) Enter official title and position number (obtained from official position description) of position technician that would be vacating (.i.e., for a promotion, reassignment, resignation, termination, retirement, detail change to lower grade and temporary promotion). Also would be the "cancel" position of a cancel and establish action. 16, 17, 18. Pay plan, Occupational Code, Enter pay plan, occupational code, and grade and grade or level. as reflected on official position description, (.e.g., WG-8852 10 or GS-0301-11). 19 - 21. Leave blank 22. Name and Location of Employing Enter: OKARNG or OKANG unit, UIC/PAS Office code, and full-time manning document number 23 - 33. Leave blank Competitive (1) or Excepted (2) Only. 34. Position Occupied Leave blank 35. - 38. FLSA Category Items 36 through 38 Leave blank 39. Duty Station (City, County, Actual location of position. State or Overseas Location)

Leave blank

40 - 51.

Part C - Reviews and Approval

NOT TO BE USED BY REQUESTER!! FOR HRO USE ONLY

Part D - Remarks by Requesting Office

For a "Fill position": Enter information on Area of Consideration, Military grade available, length of time position to be advertised (minimum of 10 days), VICE:

________. Reassignments, appointments, promotions, etc., unit, DMOS, para/line number, military grade, rank, Selected from Certificate of Eligibles #______, Security Clearance.

Part E - Employee Resignation/Retirement

Use for resignations and retirements only. Self-explanatory.

Part F - Remarks for SF-50

May use for any information not identified above.

Standard Form 52-8 Rev 7/91 U.S. Office of Personnel Money FPM Supp. 296-33, Subch. 3 REQUEST FOR PERSONNEL ACTION PART A - Requesting Office (Also complete Part 8, Items 1, 7-22, 32, 33, 36 and 35.) 2. Request Number Fill Position 4. Proposed Effective Date ation Call (Name and Talaphore Number) MM-DD-YY Telephone Number 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) 5 Action Requested By Typed Name, Title, Signature, and Request Date) Name, Title, Signature, Extension, Date Name, Title, Signature, Extension, Date PART B - For Preparation of SF 50 flice only codes in FPM Supplement 282-1. Show all dates in month-day-year order. 3. Date of Birth 4. Effective Date 2. Social Security Number kame (Last, First, Middle) SECOND ACTION FIRST ACTION 6-A. Code 6-B. Nature of Action 5-B. Nature of Action 6-D. Legal Authority 5 C Code 5-D. Lagal Authority 6-C. Code 6-E. Code 6-F. Legal Authority 5 E. Code 5-F. Legal Authority 15. TD: Position Title and Number 7. FROM: Position Title and Number. Supply Technician 70061000 18. Greate or Local 0.5 13. Pay Basis 20. Total Saturationers 21. Per Sons 8 Pay Plan 9. Doz. Codo 12. Total Salary 10. Grade or Land 11.Step or Reta GS 2005 208. Locality Ad. 20C. Ad. Sanic Pay 200. Other Pay 20A. Basic Pay 12A. Basic Pay 128. Lecality Ad. 12C. Ad. Basic Pay 120, Ditter Pey 14 Name and Location of Position's Organization 22. Name and Location of Position's Organization UNIT OKARNG Oklahoma City, OK UIC MD **EMPLOYEE DATA** 24 Tenure 25. Annocy Use 3 - 10-Point/Disability 4 - 10-Point/Compans YES 1 - None 2 - 5-Pain D - None 1 - Perms 27 FEGLI 29. Pay Rate De 31. Service Comp. Date (Leave) 32. Werk Schedu 30 Retirement Plan Brweekly Pay Period POSITION DATA 35. FLSA Category 37. Bargaining Unit Status 34. Position Occupied 36. Appropriation Code E - Exempt N - Nonexe 3 - SES General 4 - SES Career Re 1 - Competitive 2 - Excepted Se 39. Duty Station (City - County - State or Overseas Location) 38 Duty Station Code City and State 42. 41. 40 Agency Data 50 Veterans Status 51. Supervisory Status 49. Citizenship 47 Academic Decision 48. Functional Class 45. Educational Level 46.Year Degree Attamed 1 - USA B - Othe PART C - Reviews and Approvals (Not to be used by requesting office.) Initials/Signature 1. Office/Function D. E. Approval Date Signature 2 Approvat: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. Editions Prior to 7/91 Are Not Usable After 6/30/93 NSN 7540-01-333-6/39 USAPPC VI.10 OVER

CONTINUED ON REVERSE SIDE

SF 52 (Reverse)					*
Nors to Commisser: Do	ics by Requesting Office you know at additional or conflicting massess for the imple	yus's resignation/retrament?		Yes	No
H YE	5", please state these facts on a separate sheet and attach	to SF 52.)			
Vice: Name at Area of Consid Military Grade	leration:				
Length of time	position is to be advertised:				
DART E Emple	yee Resignation/Retirement			674	a mana del la comi
			STATEMENT regulations with regard to employment of individuals in th	e Federal service and the	ir records, while section 8506
reason may be considers	d in any future decision regarding your re-employment in the elicibility for incompleyment remonstration benefits. Your f	erwarding address will be used	State agency in connection with administration of unemploy	rment compensation pregr	ams.
entitled.	pies of any documents you should have or any pay or c		The furnishing of this information is voluntary; however, f your copies of those documents you should have; (2)	gay at other compens	esult in your not receiving: (1) ation due you; and (3) any
This information is reque and 3301 authorize OPM	sted under authority of sections 301, 3301, and 8506 of t	itle 5, U.S. Cade. Sections 301	unemployment compensation benefits to which you may be	entitled.	
aug 220 i stickeuts oue					
1 Reason for Res	ignation/Retirement (NOTE: Your reasons are	used in determining poss	ible unemployment benefits. Please be specific	and avoid generaliz	zations. Your
resignation/retirem	ent is effective at the end of the day - midnigh	t - unless you specify oth	erwise.)		
			*		
	•				
2. Effective Date	3. Your Signature	4. Date Signed	5. Ferwarding Address (Number, Street, City, Str	ste, Zip Code)	
PART 5 - Remai	ks for SF 50	a la	The second secon		
			-		
					USAPPC V1.1D

Standard Fem Rev 7/91 U.S. Office of FPM Supp. 29	Personnel Mar 6-33, Subch.	angument 3						ERSON	NEL A	CTION					
PART A	period	ting Office	ilise comp	iete Part l	t, Items 1, 7-1	22, 32, 31, 3	16 and 39./						2. Reques	t Number	
		Cat Mame and e Number	Talaphane Nus	nder/										d Effective AM-DI	
First Li	ne Super	ped Name, Title, S rvisor) mature, Ex			t/			(Second	Line Su	ped Name, Title, S pervisor) mature, Ex			te)		
	First, Middle/	paration of	SF 50 (Us	e aniy cou	les in FPM Se	ypiement 21	92-1. Show at	2. Secial Sec	ority Number 100-00-00	- 1	3. Date of Birth MM-D	D-YY	4. Effecti	ve Date	
FIRST A	CTION 5-8. Nature	e of Action						6-A. Code	ACTION 6-8. Nature	of Action					
C. Code	5-D. Lagal A	Authority						6-C. Code	6-D. Legal A	rthority					
E Code	5-F. Legal A	Lutherity						6-E. Cade	6-F. Logal At	rthority					
	Personn	e and Number el Clerk	2							end Number el Technici	an				
GS 8	0204	10. Grado er Land 05	11.Step or floto	12. 1	ated Balary		13. Pay Busis	GS GS	0204	18. Greate or Land 07	19.5top or flate	20. Total Sc	derphoneré		21. Pay Beam
24 Basic Pay		128. Locality Adj		12C. A4. Be	nc Pay	120. Other Pa	у	20A. Basic Pay		208. Locality Adj.	200	. Adj. Basic Pay		200. Dater (tay.
	EE DATA	OK	UIC/PA MD	3 COD		an Theory	20	24. Tenure	na City,		UIC/PA MD	The second second		Protosonce for	
	1 - None 2 - 5-Point	3 - 104 4 - 104	Point/Disability Point/Componsab	ie	5 - 10-Pe 6 - 10-Pe	int/Other int/Compensable/.	30%	0-	None Permanent	2 - Conditional 3 - Indefinite	23. 14		YES		NO
FEGLI								28. Annuitant	Indicator				29. Pay Rate	Determinant	
Retirement	Plan				31. Service	Cemp. Date (Leev	rel	32. Work Sch	edule				33. Part Tim	Brweekly Pay Period	
Position Oc		Service	3 - SES Gener 4 - SES Career	si Reserved	35. FL	SA Category E - Exem N - None	ipt Lawript	36. Appropria	tion Code				37. Bargai	ning Unit Sta	tus
Duty Statio							ry - County - St tion of po	sition	Lecation)						
Agency Dat	•	41.			42.		43.		44.		-				
Educational		46.Year D	Degree Attaine		47. Academic Date	tina affire	48. Functions	ol Class	49. Citarens	ship 8 - Other	50. Veterans	Status	51. Su	pervisory St	ilus
	ce/Function	and white		tials/Signatu		g 2/1105,	Date	D.	ce/Function	-	tritials/S	ignature		-	Date
					-			E.							
				-				F.							
		mation entered on the						Signature						Approva	Date
								VFD				Editions Pripi	r to 7/91 A	re Not Usabi	After 6/30/9

SF 52 (Noverse)		- P			
PART D - Remai	ks by Requesting Office			_	
Digita to Supervisors: Do	you know of additional or conflicting reasons for the e S", please state these facts on a separate sheet and at	reployee's resignation/retirement?		Yes	l No
Unit of Assign	emarks: (Selected from Certific ment:	cate of Eligibles #	_,)		
DMOS: Para/Line Nun	nher:				
Military Grade					
Security Clear	ance (if required):				
,	yaateesta (1,				
DARTE Emple	yse Resignation/Retirement	5.0			
		PRIVACY AC	STATEMENT		
Value and appropriated the first	mish a specific reason for your resignation or retirem			duals in the Federal service and the	records, while section 8506
reason may be considere	mish a specific reason for your resignation or retirem id in any future decision regarding your re-employment	in the Federal service and may also	requires agencies to furnish the specific reason	for termination of Federal service to functional componentian proof	a the Secretary or Labor or a
he used to determine me	- aliability for unamployment compensation hometits. T	Bill Alliabilitated September man no money	once opening in contract of		
primarily to mail you co entitled.	pies of any documents you should have or any pay	Bt Companies non to wrach you are	The furnishing of this information is voluntary:	however, failure to provide it may n	sult in your not receiving: (1)
			year copies of these documents you should	have; (2) pay or other compens on may be entitled	stron ene Aent sun (2) mak
This information is requi	ested under authority of sections 301, 3301, and 8506	of title 5, U.S. Code. Sections 301	anampioyment compensation sements to which y	pe may as and upo.	
and 3301 authorize DPM	and agencies to issue				
				10	
	ignation/Retirement (NOTE: Your reasons	non used in determining pos-	sible unemployment benefits. Please be	specific and avoid generaliz	ations. Your
1 Reason for Res	ent is effective at the end of the day midr	night - unless you specify of	nerwise.)		
Effective Date	3. Your Signature	4. Date Signed	5. Ferwarding Address (Number, Street,	, City, State, Zip Code/	
Eliactiva Data	5. Igui Signature				
PART 5 - Rema	rks for SF 50				
				•	
					USAPPC V1.10
	12				

PART A -	raced Managem 33, Select. 3 Requesting	Office (Also comp on NTE 120 da					RSON	NEL AC	TION		2. 8	Request Number	
tonol	Information Call	Name and Telephone Nun									4. F	Proposed Effective Da	
5 Action Reques	e Supervise	me, Title, Signature, and					(Second	Line Sup	ervisor)	ension, Da			
PART B - Name (Last, fi Doe, John	irst, Middle)	ntion of SF 50 /Us	e ealy cedes	ia FPM Sup	piemeet 292	-1. Shew all s	2. Secial Sec	eth-day-year e urity Number 100-00-000	3	3. Date of Birth MM-DD		Effective Date	
FIRST AC	TION 5-B. Nature of Ac	teen				i	SECOND 6-A. Code	6-B. Nature of	Action				
							6-C. Code	6-D. Legal Auti	ority				
5-C. Code	5-D. Legal Acther	пу					6-E. Code	6-F. Legal Auth	erity				
5-E Code	5-F. Lagai Author	ity											
	Personnel (Military R95870		d Number Technicia	an			
	0204 10 Great	05	12. Total	Salary		12. Pay Basis	18 Pay Plan GS	17. thec. Code 0204	16. Grade or Level 07	18.0top or Boto	20. Yessi Saturyilis	lumend	21. Pay State
12A Basic Pay	12	3. Locality Adj.	12C. Adj. Basic	Pay	120. Other Pay		20A. Basic Psy	2	98. Locality Adj.	20C. 6	Adj. Basic Pay	200. Other Pa	7
14. Name and Li	acation of Position	's Organization					22. Name an	d Location of Pos	ition's Organizatio	en			
OK ARNO	G a City, OK	UNIT UIC/PA MD	AS CODE				OKARI Oklaho	NG ma City, (UNIT UIC/PAS MD	CODE		
EMPLOYE 23. Veterans Pre		3 - 10-Pent/Ossability 4 - 10-Pent/Compensa		5 10-Past 6 10-Past	et/Other	16.	24. Tenure	None Permanent	2 - Conditional 3 - Indefinite	25. Agency Us		Process Profesence for III	er ND
27 FEGLI	2 · 5-Paint	4 - 10-Perit/Compensi	94	6 10-788			28. Annuitan	_			29.1	Pay Rate Determinant	
30 Retirement F	Plan			31. Service C	Comp. Data (Laova	1	32. Work Sc	nedule			33.	Part Time Hours Per Brweekly Pay Period	
POSITION	I DATA			1							1		
34. Position Occ	cupied 1 - Competitive Service 2 - Excepted Service	3 - SES Gen 4 - SES Care	eral ser Reserved		SA Category E · Esemp H · Honex		36. Appropri				37.	Bargaining Unit Stat	MS
38. Duty Station						y - County - Station of pos		Lecetion/					
40. Agency Data	,	41.	4	2.		43.		44.					
45. Educational	Level	46.Year Degree Attain	ned 4	7. Academic Disc	pine	48. Functional	Class	49. Citizensi		50. Veterans	Status	51. Supervisory Sta	tus
	Reviews an	d Approvals (Not	to be used		ing effice.)	Date	l of	fice/Function	1	Initials/Si	ignature		Date
A.	CETTURCUON						D.						
p							E.						
							F.						
2 Approval: I cert	ify that the informati	on entered on this form is acc atutory and regulatory require	purate and that the				Signature					Approva	I Date
	N REVERSE SIDE					01	rer .				Editions Prior to	7/91 Are Not Usable NSN 7540	After 6/30/93 0-01-333-6239 USAPPC V1.10

	narks by Requesting Office Do you know at additional or conflicting to	sanns for the produces's resonancemeterism	mnt?			
	"YES", please state these facts on a separa				Yes	No
supervisor's	Remarks: (Reason for T	emporary Promotion)				
ART E - Emp	loyee Resignation/Retireme	nt				
	•	PRIVA	CY ACT STATEMENT	a manhammana all individuale in the	Endorel comics and their	annula while menion
ison may be conside	furnish a specific reason for your resignat ered in any future decision regarding your r	e-employment in the Federal service and ma	ry also requires agencies to furn	ish the specific reason for termina	ation of Federal service to	the Secretary or Labor
marily to mail you	rour aligibility for unemployment compensat copies of any documents you should have		eu are			
titled.			your copies of them d	ormation is voluntary; however, fa locuments you should have; (2)	pay or other compensat	
	puested under authority of sections 301, 33 PM and agencies to issue	301, and 8506 of title 5, U.S. Code. Section	is 301 unemployment compensat	tion benefits to which you may be i	intrilled.	
	-					
.Reason for Re	esignation/Retirement (NOTE: You ment is effective at the end of the	ur reasons are used in determining	possible unemployment b	enefits. Please be specific	and avoid generaliza	tions. Your
		a'				
ffactive Nato	2 Vaur Sinnetura	lå Data Sussed	IS Serviceiro Adde	as Milmhar Search City, Sur	n Ze Codel	
ffective Date	3. Your Signature	4. Date Signed	5. Farwarding Addra	ss (Number, Street, City, Stat	e, Zip Codel	
		4. Date Signed	5. Farwarding Addres	ss (Mumber, Street, City, Stat	e, Zip Codel	
	3. Your Signature arks for SF 50	4. Date Signed	5. Farwarding Addres	ss (Mumber, Street, City, Stat	e, Zip Codel	
		4. Date Signed	5. Farwarding Addres	ss (Number, Street, City, Stat	e, Zip Codel	
		4. Date Signed	5. Ferwarding Addre	ss (Number, Straet, City, Stat	e, Zip Codel	
		4. Date Signed	5. Farwarding Addre	ss (Mumber, Street, City, Stat	e, Zip Codel	
		4. Date Signed	5. Ferwarding Addre		e, Zip Codel	
		4. Date Signed	5. Ferwarding Addre		e, Zip Cadel	
		4. Date Signed	5. Farwarding Addre		e, Zip Codel	
		4. Date Signed	5. Farwarding Addre		e, Zip Codel	
		4. Date Signed	5. Ferwarding Addre		e, Zip Codel	
ffective Date ART 5 - Rema	arks for SF 50	4. Date Signed	5. Farwarding Addre		e, Zip Codel	
	arks for SF 50	4. Date Signed	5. Ferwarding Addre		e, Zip Codel	
	arks for SF 50	4. Date Signed	5. Ferwarding Addres		e, Zip Codel	

ctions Requests			(Ales complets) () - (Start Da										2. Reques	Number	
notal in	eformation (all (Name and 7	alaphone Number	nie - Line	mig Du									d Effective 0	
		Number	gnaturs, and Reque	st Date)				6. Action Air	thorized By (7)	ped Name, Title, S	ignature, and Cor	пситипся Д	era/		
rst Line me, Title	Supervie, Sign	visor) lature, Ex	tension, Da	te				Name,	Title, Sig	pervisor) mature, Ex	tension, D	ate			
me ILast, Fas	st, Middle/	aration of	SF 5D (Voc and	y codes in f	PM Suppl	ement 282	1. Show at	2. Secial Sec	ath-day-year surity Number 000-00-00		3. Date of Birth MM-DI	D-YY	4. Effectr	ve Date	
e, John ' RST ACTI								SECOND	ACTION	1					
	-B. Kature i	of Action						6-A. Code	6-B. Nature	of Action					
ode 5-	-D. Lagai Ar	rtherity						6-C. Code	6-D. Legal A	nthority					
ode 5-	F. Lagal As	nthority						6-E. Code	6-F. Legal Au	therity					
OM: Pesi	ition Title	and Number						15. TO: Po	sition Title	and Number					
								Secretar 7002300						- 65	
Pan B. Box	Code 16	L Greate or Lored	11.Stop or Rate	12. Total Balary	8		13. Pay Book	GS GS	17. Box. Emin 0318	18. Greate or Level 05	15.3kp or Boto	20. Total	Balarythowerd	•	21. Pay Bo
lassc Pay		128. Lecality Adj.	120.	Adj. Book Pay	1	20. Other Pay		20A. Besic Pay		208. Lecality Adj.	200.	Adj. Basic Pa	ry.	200. Dither P	BY
ame and Loca	ation of Pos	rtion's Organizat	ion					22. Name an	d Location of P	'esition's Organizat	ion			1	
						a no appropriate	- A magning of the control of the co		ma City,	Janes Jaggeren e Stylene	MD	**********	e jam en at	- North Marin	
PLOYEE							. 35			-	100 -2 1-17	Contract of the Contract of th	The state of the state of the state of	Preference for	anne liese nge:
	rence							24. Tenure			25. Agency (Jan .	25.Veterans	FTETER BREAK TON	
terans Prefer	- None - 5-Pent	3 · 10-4 4 · 10-4	Peint/Disability Peint/Compensable		5 - 10-Paint/C 8 - 10-Paint/C	Other Componsobie/30	n.	0	None Permanent	2 - Conditional 3 - Indefente	25. Agency	isn .	YES		NO
terans Prefer		3 · 104 4 · 104	Point/Compansable		5 - 10-PaintX 8 - 10-PaintX	Dither Compone abio (30)	%.		Permanent	2 - Conditional 3 - Indefents	25. Agency (lsn	YES	Determinant	
terans Prefer	- Mone - 5-Point	3 - 10-4 4 - 10-4	Peint/Disability Peint/Compensable	3	8 - 10-Paint/	Other Compensable/30 np. Dete (Leave)		0	Permanent It indicator	2 - Conditional 3 - Indefente	25. Agency	im	YES	Determinant	
GLI	- None - 5-Paint	3 · 104 4 · 104	Point/Disability Point/Compansable	3	8 - 10-PaintR	compensable/30		28. Annuitan 32. Werk Sci	Permanent II Indicator hedule	3 - Indofeste	25. Agency (YES 29. Pay Rati	a Determinant me Hours Per	
GLI SITION I	- None - 5-Paint	ervor	Pent/Disability Pent/Correponsable 3 - SES General 4 - SES Career Reserve		8 - 10-PaintR	compensable/30		28. Annuitan 32. Werk Sci	Permanent It Indicator hedule	3 - Indofeste	25. Agency (YES 28. Pay Reb	Determinant	NO
GLI SITION I sistion Occupi	- None - 5-Peint In DATA sied Competitive S Excepted Serv	ervor	3 - SES General		8 - 10-Point/S 11. Service Con 25. FLSA 39. Buty	Category E - Emergi H - Honon Station /City		28. Annuitan 32. Work Sci 36. Appropri	Permanent It Indicator hedule	3 - Indofeste	25. Agency (YES 28. Pay Reb	Beweekly Pay Period	NO
eterans Porter 2 GLI 2 SITION I 1 - C 2 - E July Statuen Co	- None - 5-Peint In DATA sied Competitive S Excepted Serv	ervor	3 - SES General		8 - 10-Point/S 11. Service Con 25. FLSA 39. Buty	Category E - Emergi H - Honon Station /City	mpt - County - S	28. Annuitan 32. Work Sci 36. Appropri	Permanent It Indicator hedule	3 - Indofeste	25. Agency (YES 28. Pay Reb	Beweekly Pay Period	NO
Eterans Profes	- None - 5-Pent DATA Data Competitive S Excepted Serviced	derince	3 - SES General	rved	8 - 10-Point/S 11. Service Con 25. FLSA 39. Buty	Category E - Emergi H - Honon Station /City	- County - S	28. Annuitan 32. Work Sci 36. Appropri	Permanent I Indicator hedule Location/ 44. 48. Critizer	3 - touldriente	25. Agency Control of the Control of		YES 20. Pay Rati	Beweekly Pay Period	NO
gall trement Plan SITION I State of Country State of Co	- None - 5-Paint In DATA DATA Competitive S Excepted Serviced Code	41. 45. Year f	3 - SES General 4 - SES Carper Resse Degree Attained	42. 47. Aca	8 - 10-Point/I	in. Date Research Catagory F. Langue N - Monas Station (City Locati	County - S On of po	28. Annuitan 32. Work Sci 36. Appropri	Permanent I Indicator hedule Location/ 44. 48. Critizer	3 - tradefinate			YES 20. Pay Rati	Boweekly Pay Period	NO
gall trement Plan SITION I State of Country State of Co	- None - 5-Paint in DATA seed Competitive S Excepted Serviced	41. 45. Year f	3 - SES General 4 - SES Career Recor Degree Attained wals (Nat to be	42. 47. Aca	8 - 10-Point/I	in. Date Research Catagory F. Langue N - Monas Station (City Locati	County - S On of po	32. Work Sci 33. Appropri	Permanent I Indicator hedule Location/ 44. 48. Critizer	3 - touldriente	SO. Veterans		YES 20. Pay Rati	Boweekly Pay Period	NO
SITION I 2: Station Occupion 2: Ety Station Council Control C	- None - 5-Paint in DATA seed Competitive S Excepted Serviced	41. 45.Year f	3 - SES General 4 - SES Career Recor Degree Attained wals (Nat to be	42. 47. Acc	8 - 10-Point/I	in. Date Research Catagory F. Langue N - Monas Station (City Locati	mpt — County – S On of po	32. Mork Sci 33. Appropri	Permanent I Indicator Indicator Indicator Indicator Indicator Indicator I I I I I I Indicator I I I I Indicator I I I I I I I I I I I I I I I I I I I	3 - touldriente	SO. Veterans	Status	YES 20. Pay Rati	Boweekly Pay Period	ND
SITION I 2: Station Occupion 2: Ety Station Council Control C	- None - 5-Paint in DATA seed Competitive S Excepted Serviced	41. 45.Year f	3 - SES General 4 - SES Career Recor Degree Attained wals (Nat to be	42. 47. Acc	8 - 10-Point/I	in. Date Research Catagory F. Langue N - Monas Station (City Locati	mpt — County – S On of po	32. Work Sci 33. Appropri	Permanent I Indicator Indicator Indicator Indicator Indicator Indicator I I I I I I Indicator I I I I Indicator I I I I I I I I I I I I I I I I I I I	3 - touldriente	SO. Veterans	Status	YES 20. Pay Rati	Boweekly Pay Period	ND
SITION I 2: Strip State Color	- None - 5-Paint in DATA seed Competitive S Excepted Serviced	41. 45.Year f	3 - SES General 4 - SES Career Recor Degree Attained wals (Nat to be	42. 47. Acc	8 - 10-Point/I	in. Date Research Catagory F. Langue N - Monas Station (City Locati	mpt — County – S On of po	32. Mork Sci 33. Appropri	Permanent I Indicator Indicator Indicator Indicator Indicator Indicator I I I I I I Indicator I I I I Indicator I I I I I I I I I I I I I I I I I I I	3 - touldriente	SO. Veterans	Status	YES 20. Pay Rati	Boweekly Pay Period	NO

SF 52 Bearing	į.			
PART D - Remarks by Requesting Office Prote to Supervisors: Do you know of additional or conflicting mesons for the imployed's If "YES", please state these facts on a separate sheet and strach to SF	resignation/retrament? 52.)		Yes	Bio
Supervisor's Remarks: Reason for LWOP (If individual is on Military or	ders, attach copi	es of orders to SF-52)		
PART E — Employee Resignation/Retirement You are requested to furnish a specific reason for your resignation or retirement and a leason may be considered in any future decision regarding your re-employment in the Fed be used to determine your eligibility for unamployment compensation benefits. Your forwar primarily to mail you copies of any documents you should have or any pay or compensation.	eral service and may asso rding address will be used	regulations with regard to employment of individuals in the requires agencies to furnish the specific reason for termini. State agency in connection with administration of unemploy. The furnishing of this information is valuntary; however, fit	ment compensation progra	oms. sult in your net receiving: (1)
This information is requested under authority of sections 301, 3301, and 8506 of title 5, and 3301 authorize OPM and agencies to issue	U.S. Code. Sections 301	year copies of those documents you should have; (2) enemployment compensation benefits to which you may be o	ntitled.	inon mos you, and toy any
	-			
2 Effective Date 3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, Sta	te, Zip Code)	
PART 5 – Remarks for SF 50	CC SARE IN		0 F	3 2 3 4
		•		
				USAPPC VI.10

Standard Form Rev. 7/91 U.S. Office of I FPM Supp. 28 PART A -	6-33. S	ietich. 3			(Also s	ompárt	e Part i						ERSON	NEL	ACTION						6 16 6
Actions Require to	Du	ity (F	RTD) - (Da	ate re	turne	d to	duty)											2. Reques	t Number	
				mber	alaphan	P Humbo	7												1	d Effective AM-DI	
First Lin Name, T	ne S	uper	viso	7)				e /					(Second	Line S	Typed Name, Title, upervisor) ignature, E				ate)		
hame /Last, Doe, Joh	First, A	diddle)	arat	ion of	SF 50	(Use a	aly cas	les in i	PM Sap	ys.lo.moa	t 282 -	1. Shew at	2. Social Sec			3. Date o	f Birth	-YY	4. Effecti	re Date	
FIRST AT		N Natura	ol Actio	ın .									SECOND 6-A. Code	ACTION 6-B. Natur							
5 C. Code	5-0.	Logal A	athority	,									6-C. Code	6-D. Lagal	Authority						
5 £ Code	5-F.	Legal A	uthority										G-E. Code	6-F. Legal .	Authority						
7. FROM: P	ositio	n Title	and l	Humber									15. TO: Po	sition Title	and Number						
												•	Secretar 7002300								
E Pay Plan B.	Occ. Code	11). Greate or	Long	11.0mp	r Bato	12.1	otel Salary				12. Pay Bass	18 Pay Plea GS	17. Box. Gods 0318	18. Grade or Land 05	16.0mp c	er Blate	20. Your 5	laterytherard		21. Pay those
12A Basic Pay			128. L	acality Adj.		12	C. Ad. Bo	nic Pay		120. Othe	r Pay		20A. Basic Pay		208. Lecality Adj.		20C. A	d. Basic Pe	7	200. Other	Pay
14 Name and I	Location	n of Pes	pition's	Organizati	ion								22. Name on	d Location of	Position's Organiza	ation				1	
												-	OKAR! Oklahor		, OK	UNIT UIC MD	-	COD	E		
EMPLOYI 23 Veterans Pro	eterenc	28		3.10.0	ant Frank	den			5 - 10-Pain	r Mahar			24. Tenure		2 - Canditional	25. A	gency Us		26. Vecerans I	reterence for	
27. FEGLI	1 - No. 2 - 5-P	Pewn 1		4 - 10-Pi	eent/Desail eent/Comp	ensable			6 - 10-Pain	t/Componen	nbin/30%		28. Annuitant	None Permenent Indicator	3 - Indefrate				YES 29. Pay Rate	Determenant	NO
3C Retirement I	Dian							12:	. Service C	nemo Danta d	I amal		32. Werk Sch	adada					33. Part Terr	n Hours Per	
oc nettrement	rian .							ľ			Property		102. 1101.00							Biweekly Pay Peno	i
POSITION 34 Position Occ	cupied	entitres Si	erwice		3 · SES	General Carser Res	4		35. FLS	A Catego	ry mompt	. *4.2	36. Apprepria	tion Code				-	37. Bargair	ing Unit St	itus
BE Duty Station		ted Serv	ICI		4 - 363	Merker mes	Per We'u					County - St	nte or Oversees i	Location!							
IÚ. Agency Data			1	6 1.				42	1		-	43.		44.		-					
15. Educational	Level			46.Year De	egree At	tained		47. Acad	lenuc Discip	ine	-	48. Functiona	Class	49. Citize	mship	50. Ve	rterans Si	tatus	51. Su	pervisery St	atus
PART C - I	Revi	ews a	and A	pprov	als (A				equesti	ing offi					SA 8 - Other	П				ī	
1. Offic	ce/Func	tion				Initial	s/Signati	are .		+		Date	D.	ce/Function		in	itials/Sign	nature			Date
													E.								
													F.								
Approval, I cartif								•					Signature							Approva	il Date
							_		-	_		DI.	ED				E	itions Pro	or to 7/91 Ar	e Not Usabi	e After 6/30/93

SF 52 (Reverse)		*			
	sarks by Requesting Office				
(Note to Supervisors:	Do you know of additional or conflicting reasons for the i YES*, please state these facts on a separate sheet and at	employee's resignation/retirement? Itach to SF 52.]		Ves	Na
Supervisor's	Remarks: Reason for RTD (i.e.	returning from milit	ary duty)		
PART E - Empi	loyee Resignation/Retirement	+ T			g. ^{ac.}
		PRIVACY A	CT STATEMENT		
pe mand to quantitud A	FBC IN Bity future decision reserving your re-employment is	n the Federal service and may also our ferwarding address will be used	regulations with regard to employment of individuals in the requires agencies to furnish the specific reason for terminal State agency in connection with administration of imminiploy	trian of Endorel service to	the Constant or Labor or a
entitled. This information is requ	mested under authority of sections 301, 3301, and 8506 (The furnishing of this information is voluntary; however, for your capies of those documents you should have; (2) unemployment compensation benefits to which you may be a	now or other commerces	ult in your not receiving: (1) ion due you; and (3) any
and 3301 authorize gr	M and agencies to issue				
1. Demons to Do			sible unemployment benefits. Please be specific		
2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State	z. Zip Code)	•
PART 5 – Remar	ks for SF-50	**************************************	endi iai v		

PART A - Requesting Office (Also complete Part & Items 1, 7-22, 32, 32, Across Repeated ppointment		ERSON	INEL A		v	10 TH	2. Reques	t Number	
penal information Cell (Name and Telephone Number) Telephone Number								MM-DD	
Action Requested by Tipped Name. Tale. Separature. and Request Date/ First Line Supervisor) name. Title, Signature, Extension, Date		(Second Name,	l Line St Title, Si	rped Name, Title, Si ipervisor) gnature, Ex			Date/		
PART B — Fer Preparation of SF 50 (Use only codes in FPM Supplement 2 have (Lest, Fest, Middle) DOC, John Told	192-1. Show al	2. Social Sec	<i>uth-day-you</i> surity Number 200–00–0		3. Date of Birt MM-I		4. Effecti	ve Date	
FIRST ACTION A. Code 5-B. Mature of Action		SECONE 6-A. Code	ACTION 6-B. Nature	of Action					
S-6. RETURN ST ACTION									
C. Code 5-D. Lagal Authority		6-C. Code	6-D. Legal A	uthority					
E. Code 5-F. Lagal Authority		6-E. Code	6-F. Lagal A	uthority					
FROM: Pesition Title and Number		15. TO: Po	sition Title	and Number					
		Secretar 700230							
n, Pan. S. Gez. Codo M. Grado or Lored 11.3top or Rose 12. Total Solary	12. Pay Basis	GS	17. doc. dods 0318	18. Grade or Land 05	16.3top or Rate	30. Total	Balaryikowani		21. Pay Basis
7. Gasc Pay 128. Lecaley Adj. 12C. Adj. Basic Pay 120. Other P.	Pay .	20A. Basic Pay		206. Leceity Adj.	2	C. Adj. Basic Po	er .	200. Other Pa	ry
2 9 1011	k20%	24. Tenure	None Permanent	2 - Conditional 3 - Indefinite		y Use		Preference for R	NO.
FEGU		28. Annuran	t indicator				24. Pay 8.800	Determinant	
Returament Plan 31. Service Comp. Data Sun.	act)	32. Work Sci	vedule	1 840			33. Port Tim	Biweekly Pay Period	
5 - Excellent parace.	myt nexempt	36. Apprepri					37. Bargai	ning Unit Stat	ius
Outy Station Code 39. Duty Station #A Actual Loca	10.00		Location/						
Agency Data 41. 42.	43.		44.						
Educational Level 45. Year Degree Attained 47. Academic Biscipline	48. Functions	si Class	49. Citizer	nahip IA 8 - Other	50. Vetera	ns Status	51. Su	pervisory Sta	itus
Survey and				1	Initials	Signature			Date
ART C - Reviews and Approvals (Not to be used by requesting affice	Date	011	ice/Function		Dr 11 Colonia				
ART C - Reviews and Approvals (Not to be used by requesting affice		D.	ice/Function		D-H2Date				
ART C - Reviews and Approvals (Not to be used by requesting affice		+	ICENTURE DEM		B 11 (100m)				
ART C - Reviews and Approvals (Not to be used by requesting affice		D.	CEI FUIC BREE						

SF 52 (Reverse)	t t Btim Office	(2)	G.		(A) (A) (A)
PART D - Rama	rks by Requesting Office	asons for the employee's resignation/retrument?		Yes	The line
Plate to Supermort: U	S", places state these facts on a separat	e sheet and attach to SF 52.)		140	□
Unit of Assign DMOS: Para/Line Num Military Grad	mber:				
	ryee Resignation/Ratiremon	PRIVACY AC	T STATEMENT regulations with regard to employment of individuals regulations are to turnish the execution masses for to	n the Federal service and th	nir records, while section 8506
You are requested to fo	rnish a specific reason for your resignat	ion or retirement and a forwarding address. Your	requires agencies to furnish the specific reason for to	rmination of Federal service	to the Secretary or Labor or a
he treed to determine we	or eligibility for approplyment companSE	tion benefits. Your forwarding address will be used	State agency in connection with administration of unon	opleyment compensation proj	yrams.
primarily to mail you c	opies of any documents you should have	e or any pay or compensation to which you are	The furnishing of this information is voluntary; however	er, failure to provide it may	result in your not receiving: (1)
entitled			year remot of those documents you should have:	(2) pay or other comper	sation due you; and (3) any
This information is requ	ested under authority of sections 301, 33	301, and 8506 of title 5, U.S. Code. Sections 301	unemployment compensation benefits to which you may	y be entitled.	
and 3301 authorize OPI	A and agencies to issue				
-					
2. Effective Date	3. Your Signature	4. Date Signed	5. Ferwarding Address (Number, Street, City,	State, Zip Code/	
Z. ETTECTIVE Date	3. Ibul Signature				
		1			
PART 5 - Rema	rks for SF 50	4 4	Maria Maria National		
					USAPPC VI.10

Standard Fem Re. 7/91 U.S. Office of FPM Supp. 28	n 52-B Personnel Man 16-33, Salich. 3	negerment			REC	QUEST	FOR PI	ERSON	INEL A	CTION					
PART A	- Request	ing Office of			Items 1, 7	<i>12</i> , 12, 11,	36 and 39.)	100.	1 · E				2. Reques	Number	
	ul Information	Call Diame and 7												d Effective D IM-DD	
Action Requi	ne Super	ed Name, Title, Si						(Second	d Line Su	ped Name, Title, S pervisor) mature, Ex			late!		
Name (Last. Doe , Joi	First, Middle in Told	paration of	SF 50 <i>(U</i> s	e eaty cede			292-1. Show al	2. Social Ser	000-00-00	000	3. Data of Bir MM-I	DD-YY	4. Effective		
FIRST A	5-8. Nature	of Action						SECURI 6-A. Code	6-B. Nature t		eri i i i i i i i i	a2			a sometime
5-C. Code	5-D. Legal A	Lethority					9.5500000	6-C. Code	6-D. Logal Au	rthority					
5-E. Cade	5-F. Legal A	uthenty						6-E. Code	6-F. Logal Au	thority					
7. FROM: I	esitien Titl	e and Number						15. T0: Po Secretar 7002300		and Number					
8 Pay Plan 8	Doc. Code 9	Q. Grade or Land	11.Step or flate	12. Te	al Balony		13. Pay Basis	IS. Pay Plan GS	17. Gas. Code 0318	18. Greate or Level 0.5	19.8top or Rote	20. Total	Saturpikeneri		21. Pay Besis
12A Basic Pay		128. Locality Adj.		12C. Adj. Bee	Pay	120. Other	Pay	20A. Basic Pay		208. Lecuity Adj.	2	DC, Adj. Beec Ps	74	200. Other Pa	Y
3. Veterans P	EE DATA reference 1 - None 2 - 5-Pent	3 - 10-P 4~ 10-P	hant/Dissbillity hant/Componsab	h	5 - 10 6 - 10	-Point/Other -Point/Components	la/30%	24. Tomeru 0 1.	None Permanent	2 - Conditional 3 - Indefinite	MD 25. Agenc	y Use	26. Veterana F YES 28. Pay Rate	_	e NO
7. FEGLI	Phon				21 8	ice Comp. Date (Le	- Leaves	32. Werk Sci					23. Part Tim		
POSITIO	N DATA	Service Wce	3 - SES Gener 4 - SES Caree	si r Reserved	35.	FLSA Category E - Ex II - In	A TO THE RESIDENCE OF THE SECONDARY OF T	36. Appropria	rtion Ceda		i visit in			Branckly Pay Period ing Unit Stati	us
8. Duty State	on Code						chy - County - St ation of po								
G Agency Da	ta	41.			42.		43.		44.				1		
		46.Year D				nsting offic	48. Functions		49. Citizens 1 - USA	ship 8 - Bither	50. Vetera	uns Status	51. Su	nervisory Star	Date
1. Un	ned) entition							D.							
				-				E							
0								F.	0					Approval	Date
		rmation entered on th ith statutory and regi						Signature				Editione Bo	or to 7/91 A		After 6/30/93

SF 52 (Reverse)					1A.
	rics by Requesting Office you know of addressal or conflicting recons	for the employee's resignation/retirement?		Yes	□ No
(Note to Separators: D	e you know of accessing or connecting recoint. EST, please state these facts on a seperate shoe	n and artisch to SF 52.)			U
Supervisor's F	Remarks: (Reason for Tempo	orary Appointment)			
			¥		
PART E - Emple	oyee Resignation/Retirement	11 200 T			
		A A Admin Minn	STATEMENT regulations with regard to employment of individuals	s in the Federal service and their	records, while section 8506
reason may be consider		leyment in the Federal service and may asso mefits. Your ferwarding address will be used	State agency in connection with administration of uni	employment compensation progra	ms.
entitled.			The furnishing of this information is voluntary; however copies of those documents you should have	e; (2) pay or other compensa	aien due year, and (3) any
This information is requiand 3301 authorize OPI	ested under authority of sections 301, 3301, a	nd 8506 of title 5, U.S. Code. Sections 301	unemployment compensation benefits to which you m	ay be entitled.	
and 3301 authorize UPI	II and agencies to issue				
1 Reason for Res resignation/retirent	signation/Retirement (NOTE: Your re nent is effective at the end of the day	asons are used in determining post midnight unless you specify of	sible unemployment benefits. Please be spi enwise.)	scriic and avoid generaliza	sucris. TOUI
	-				
		-			
			T	On the Win Control	
2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, Cit	y, State, Zip Code)	
PART 5 - Rema	rks for SF 50	A SANTALISTON	wall affice again to	a di sa	
I All I a - House					
					2
					USAPPC V1.10

Standard Form 52-8 Rev. 7/91 U.S. Other of Personnel Manag FPM Supp. 296-33, Sebell. 3	ement			RFO	UEST	FOR P	FRSON	NEL A	ACTION				4	
PART A - Requestin		(Lice complet						,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				,		× ×
Actions Requested Extension of Temp	orary Ap	pointmen	NTE 12	20 days	3							2. Request	Number	
Donal Information Co		piphane Numba	ri										d Effective	
Telephone Action Requested By Typed	Name, Title, Se	posture, and Req	west Data/						Typed Rome, Title, S	Signature, and Co	насителсе Д	1	1111-22	
First Line Supervi Name, Title, Signa		tension, D	ate						upervisor) gnature, Ex	tension, I	Date			
PART B - For Prepa	ration of	SF 50 <i>(Use a</i>	aly cades in	FPM Sup	npiement 21	12-1. Show t								
Name (Last, First, Middle) Doe , John Told								urity Number 100-00-0	CS 25 25 4	3. Data of Birth MM-D		4. Effectiv	re Date	
FIRST ACTION							SECOND 6-A. Code	ACTION 6-B. Nature		1 2.48			1.1	
A. Code 5-8. Nature of	Action						b-A. Liene	0-0. HEIME	er accom					
C. Code 5-D. Lagai Auti	erity						6-C. Code	6-D. Legal A	lathority					
E Code 5-F. Logal Auth	onity						6-E. Code	6-F. Legal A	utherity					
Coose o to To							15 TO: D-	aisian Tisla	and Number					
. FROM: Position Title a	nd Mumber							701010000000						
							Secretar 7002300							
Parr Plan B. Boc. Code 10, Sr	ndo er Level	11.0mp or Bate	12. Total Sale	n		ID. Per Busin	III Per Pa- GS	0318	18. Grade or Local 0.5	16.Step or Bate	20. Total S	latery/Hencod		21. Pay Bass
A Basic Pay 1	28. Lacairty Adj.	120	C. Adi. Besic Pay		120. Other Pay		20A. Bear: Pay	0310	208. Lucainy Adj.	200	. Adj. Basic Pe	r	200. Other I	יוסי
Name and Location of Position									Position's Organizate					
EMPLOYEE DATA							OKARN	na City,		UNIT UIC/PA MD	S COD	E		
Veterans Preference			77				24. Tenure		Secretarie.	25. Agency	Ume	26. Veterans P	reference for	RUF
1 - None 2 - 5-Peint FEGLI	3 - 10-Pe 4 - 10-Pe	ent/Compansable		5 - 10-Pea 6 - 10-Pea	st/Other st/Compensable/3	0%	28. Annuitant	Termenent Andicates	2 - Conditional 3 - Indefante			YES 29. Pay Rate I		NO
7.00							Zu. Amatan	HIDILOUGH				Za. Yay nau		
Retirement Plan				31. Service C	amp. Data (Lases	10	32. Work Sch	ndule				33. Part Time	Hours Per Biweekly Pay Period	
OSITION DATA Position Occupied		3 - SES General	1	35. FLS	A Category E - E-map	n	36. Appropria				(5%)	37. Bargaini		
2 - Excepted Service Duty Station Code	12.00	4 - SES Cereer Res	arved		y Station (Cir.	y - County - S	tate or Overseas L	ecation						
Agency Data	41.		42.	Actu	ial Locat	ion of po	sition	44.		-				
Educational Level	46.Year De	gree Attained	47. Ac	ademic Descap	nima	48. Function	ni Ciess	49. Cituen	ship	50. Veterans	Status	51. Sup	ervisory Sti	itus
ART C - Reviews an	d Approva	als <i>(Not to b</i>	e used by	reavesti	na affice.)	langer	alge financiario in A		I. 8 - Other					
1. Office/Function			/Signature			Date	Offic	e/Function		Initials/S	ignature		1	Date
							D.							
							E.							
							F.							
oproval: I certify that the information			nd that the				Signature		1				Approva	Date
NTINUED ON REVERSE SIDE	nuctory and regula	etory regularientii.				0	VER				Editions Prio	r to 7191 Are	Not Usable	After 6/30

ART E - Employee Realignation(Retirement PAPATE - Employee PAPATE - Employee Realignation(Retirement PAPATE - Employee PAPATE - Employee Realignation(Retirement PAPATE - Employee PAPATE -						
The Employee Resignation (Retirement PENALY ACT STATEMET PENALY ACT ST			40			* *
BYTE - Employee Resignation/Retirement **STATABLET** **In quantité to invan à specific name for tour origination in the finder aveix and aveix min april to employment et devindate in the finder aveix and tour records, which arctice name to the state account on any force management production beautiful to the model of the finder aveix and tour records, which arctice name to the state account on any force management production beautiful to the model of the finder aveix and tour records, which arctice name part or the production of the finder aveix and tour aveix account or the finder aveix and aveix are consequent or the production of the finder aveix and tour aveix are consequent or the production of the finder aveix and tour consequent or the force of the finder aveix and tour consequent or the force of the finder aveix and tour consequent or the force of the finder aveix and tour consequent or the force of the finder aveix and tour consequent or the force of the finder aveix and tour consequent or the finder aveix and tour consequent or the force of the finder aveix and tour consequent or the finder aveix			emoleum's responstion/retirement?			
To E-Employee Resignation/Retirement Pervice ACT STATEMENT Prepared to shrown a goodic reason for your resignation or introduction and few records, sales socious rays as consistent or so these socious represent to the state socious representation of the state representation o	N .J	YES", please state these facts on a superate sheet and	ettach to SF 52.)		Ves	1960
TE — Employee Resignation (Retirement repeated to have a specific reserved by a processing our newtoness and serverance and a forestring advant. The repeated on write account operating year newtoness in the facility of the serverance and one of the ser	ervisor's	Remarks: (Reason for Extension)			
The Company of the analysis of the section of the s	CI VISOI 5	Remarks. (Reason for Extension	,			
The Company of the straight of the invarience agreement agreement agreement agreement of the straight of the information of the information of the invarience agreement ag						
The requested to harmon's quotient cases for the records, such as services and some formation of the records, address and the records and the						
The requested to harmon's quotient cases for the records, such as services and some formation of the records, address and the records and the						
The majoration is trained a specific reason for your resignation or instrument association regarded years or extravelyment in the federal service and continued proceedings are re-empty-ment in the federal service and the service and proceedings are re-empty-ment (a) and a service and the service and t						
The majoration is trained a specific reason for your resignation or instrument association regarded years or extravelyment in the federal service and continued proceedings are re-empty-ment in the federal service and the service and proceedings are re-empty-ment (a) and a service and the service and t						
The consideration of the product cases the representation of the records, while services any times decident regarding our or encountered in the federal service and the services are prescribed any forms decident regarding our or encountered in the federal service of the content of the services are prescribed and prescribed to the federal service of the federal service of the content of the services are prescribed and prescribed to the federal service of the federal service of the federal service of the records, while services to the services are prescribed and prescribed to the services of the servic						
In equation to formula a quodic mason for your resignation or recomment and a forwarding address. The regulations will be provided to arrice/ment of individuals in the Federal service and steer records, while section may be considered on the following the records and the records, while section is required to formation or provided from the following the recommendation of federal services for the services and the control of the demandation of federal services of the services and the control of the demandation of federal services for the Scottines of the services and the control of the demandation of federal services of the Scottines of the services and the control of the demandation of federal services for the Scottines of the services of the	IT E – Empi	loyee Resignation/Retirement				- N
and to extremely one departs of the second o			PRIVACY AC	TSTATEMENT		
to determine your deplainty for sumplement components requirements in the formations address will be self- you and true oppose all any documents by address and be self- dependent on the components of the sumplement of the self- dependent of the self- d	re requested to \$	ternish a specific reason for your resignation or retiren	nent and a ferwarding address. Your	regulations with regard to employment of individuals requires agencies to furnish the specific reason for	s in the Federal service and the termination of Federal service	or records, while section 8506 to the Secretary or Labor or a
The fundamental resources and evaluations (shallow to provide its service) and provide its service its service and continuous of the endocrated under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 331 services are used an eleterominang possible unremployment benefits. Please be specific and avoid generalizations. Your reasons are used in eleterominang possible unremployment benefits. Please be specific and avoid generalizations. Your reasons/retrievement is effective at the end of the day — midrught — unless you specify otherwise.) T. S. Forwarding Address: (Blumbler, Street, City, State, Zip Code) T. S. Forwarding Address: (Blumbler, Street, City, State, Zip Code) T. S. Fermarks for SF 50	ed to determine yo	our eligibility for unemployment compensation benefits.	Your forwarding address will be used	State agency in connection with administration of un	employment compensation prog	rams.
year capital of these documents you should have: (2) pay or other compensation day year, and (3) increases a requested under archerity of accions 301, 3301, and 8566 of side 5, U.S. Code, Sections 301. Provide an approximation of the accidency of accidency of the compensation have year, and (3) increases a contract of the code		copies of any documents you should have or any pay	or compensation to which you are	The furnishing of this information is voluntary; how	over, failure to provide it may i	esult in your not receiving: (1)
Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and svoid generalizations. Your reason/retirement is effective at the end of the day – midinghi – unless you specify otherwise.) A Data Signed 5. Forwarding Address (Number, Street, City, State, Zip Ceda) T 5 – Remarks for SF 50				your copies of those documents you should have	e; (2) pay or other compone	sation due you; and (3) any
ctive Date 3. Yeur Signature 4. Date Signed 5. Forwarding Address (Number, Street, City, State, Zip Code)			6 of title 5, U.S. Code. Sections 301	Champing with all compensation benefits to winter you in	ay se sitrosc.	
ctive Date 3. Your Signature 4. Date Signed 5. Forwarding Address (Number, Street, City, State, Zip Code) 1T 5 — Remarks for SF 50						
ctive Date 3. Your Signature 4. Date Signed 5. Forwarding Address (Number, Street, City, State, Zip Code) 1T 5 — Remarks for SF 50						
To Remarks for SF 50 4. Data Signed 5. Forwarding Address Blumber, Street, City, Stata, Zip Code)	eason for Re	signation/Retirement (NOTE: Your reasons	are used in determining pos-	sible unemployment benefits. Please be spi venvise \	ecric and avoid generals	zations. Your
T 5 – Remarks for SF 50						
T 5 – Remarks for SF 50	***					
T 5 – Remarks for SF 50						
T 5 – Remarks for SF 50				87		
T 5 – Remarks for SF 50						
TT 5 - Remarks for SF 50						- 6
TT 5 - Remarks for SF 50						
RT 5 - Remarks for SF 50						
RT 5 - Remarks for SF 50						
TT 5 - Remarks for SF 50						
RT 5 - Remarks for SF 50		-				
	ective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, Cit)	r, Stata, Zip Code)	
	T.F. Dame	ake for CF EO				
	1 5 - Kema	ILES LOL 21- 20	the transfer of the second	***		
				,	•	
USAPP						
USAPP						

Standard Form Re. 7:91 U.S. Office of F FPM Supp. 296 PART A = 1 Actions Regul Detail NT	Personnel M. 5-33, Seach. - Reques	. 3 rting Of fi	ice (Also com	piete Pa					ERSON	INEL A	ACTION			2. Reques	in a second	85 P
trions	al Informatio	on Call (Name	and Telephone Nu	mber)											d Effective Date 1M-DD-3	
5 Action Requi	ne Supe	rvisor)	er de Signatura, and Extension						(Secon	d Line Su	yped Name. Title. upervisor) gnature, Ex				IMI-DD-	1
PART B hame /Last, / Doe, John	Ferst, Middle		of SF 50 AL	se enly	codes in f	РМ Ѕирј	dement 29	2-1. Show a	2. Social Se	nath-day-yee curity Number 000-00-0		3. Date of B MM-	irth DD-YY	4. Effective	e Date	
FIRST AC		re of Action							SECONI 6-A. Code	ACTION 6-8. Nature	of Action					
3 × 1000	5-6. Meter	E DI MCOON							7.000.000							
5 C. Code	5-D. Legal	Authority							6-C. Code	6-D. Legal A	athority					
5 E. Code	5-F. Legal	Authority						•	6-E. Code	6-F. Legal A	uthority					
7. FROM: Po	sition Tit	tie and Nun	nber						15. TO: Pr	sition Title	and Number					
Secretary 7002 3000		-							Military R95810	Personn 00	el Clerk					
GS BE	0318	10. Greate or Land 05	11 Step or Rate		12. Yotal Balary			13. Pay Book	IS. Pay Plan GS	17. 0sc. Cede 0204	18. Breds or Lored 05	19.Step or Sc	ito (20. Tota	d Satury/Honord	21.	Pay Base
12A Basic Pay		128. Lacain	ry 44.	12C. A4	Basic Pay		120. Dater Pay		20A. Basic Pay		208. Localey Adj.		20C. Adj. Seec (Pey	200. Other Pay	
14 Name and Li	ocation of P	esition's Orga	nization						22. Name an	d Lecation of P	esition's Organizat	tion				
OKARNO	G a City,	OK	UNIT UIC/PA MD	s cc	DDE				OKAR! Oklahor	NG ma City,	ОК	UNIT UIC/P MD	'AS COI	DE		
EMPLOYE 23. Veterans Pre			- 10-Pointflisshire			5 - 10-PaintA			24. Tenure		2 - Conditional	25. Agen	cy Use	26.Veterans Pr	elerance for RIF	
27 FEGLI	2 - 5-Peint	4	- 10-Point/Disability - 10-Point/Compensal	pie		6 - 10-Pent/	Componsable/30	7%	28. Annuitant		3 - Indefinite			YES 29. Pay Rate D	NO	
30 Retirement P	ian				31	. Service Con	np. Data (Lauva)		32. Werk Sch	odule				33. Part Time	Hours Per	
									\Box						Biweekly Pay Pened	
			3 - SES Gener	ral rr Reserved		35. FLSA	Category E · Exempt N · Names	impt .	36. Арргиргіа	rtion Code				37. Bargaini	ng Unit Status	
38 Duty Station	Code							- County - St	ete er Oversees :	Lecation/				-		
46 Agency Data		41.			42.	710100	a Locati	43.	oldon	44.		-				
45. Educational L	evel	46.Ye	sar Degree Attains	rd	47. Acad	anic Disciple	4	48. Functions	l Class	49. Citizens		50. Veter	ans Status	51. Supr	rvisory Status	
PART C - R	leviews	and App	rovals (Not		5 5	questin	g office.)	l			8 - Other			1 1		
1. Office A.	e/Function	-	In	itials/Sign	nature	-	_	Date	D.	ce/Function		Initial	s/Signature		Dat	2
		-							E.			-				
									F.							
			on this form is accur d regulatory requirem		of the				Signature						Approval Bat	t
CONTINUED ON I	REVERSE S	SIDE						01	ER				Editions Pr	ior to 7/91 Are	NSN 7540-01-	er 6/30/93 333-6239 IPPC V1 10

SF 52 (Reverse)						4
PART D - Rem	arks by Requesting Office		Tr.			
thate to Separators: I	De you know at additional or conflicting reason	ons for the employee's resignation/retirems	mt?		Yes	Mo
# "1	YES", pieces state these facts on a separate :	sheet and attach to SF 52.)				
Supervisor's	Remarks: (Reason for De	tail)				
Supervisor s	Remarks. (Reason for De	·····				
PART F - Fmal	ovee Resignation/Retirement					
. Ann E ampi	o poo monginacionamica amont	PRIVAC	Y ACT STATEME	ит		
You are requested to f	umish a specific reason for your resignation				in the Federal service and their	records, while section 8506
reason may be consider	rad in any future decision recording your re-s	moleyment in the Federal service and may	also requires agr	encies to furnish the specific reason for to	rmination of Federal service to	the Secretary or Labor or a
be used to determine yo	our eligibility for unemployment compensation	benefits. Your forwarding address will be	used State agenc	ry in connection with administration of unon	npioyment compensation progra	ms.
entitled.	copies of any documents you should have o	be such bay as compensation to which you	The furnish	ing of this information is voluntary; howev	er, failure to provide it may res	sult in your nat receiving: (1)
			Ann. cobie:	s of those documents you should have:	(2) pay or other compensa	tion due you; and (3) any
	sested under authority of sections 301, 330	1, and 8506 of title 5, U.S. Code. Sections	301 unampleym	ent compensation benefits to which you may	y be entitled.	
and 3301 authorize DPI	M and agencies to issue					
						V
1 Reason for Re	signation/Retirement (NOTE: Your ment is effective at the end of the da	reasons are used in determining	possible unem v otherwise \	ployment benefits. Please be spec	citic and avoid generaliza	Bons. Your
resignation in eurem	ment to endutive at the end of the de	sy (moragnic unassa you apoon	y commission			
F# B	Ta v C	IA Data Simod	IF Family	andian Address (Number Change City	Panto Tie Codel	
Effective Date	3. Your Signature	4. Date Signed	a. Forwa	arding Address (Number, Street, City,	State, Zip Gooe)	
PART 5 - Rema	rks for SF 50		w day.	Septiminal property of		
					í.	
			14			
						_
						STANDON - STANDON - NO
				,		USAPPC V1.10

1 Actions Boom	rannel Mana 33, Select. J Requesti	_	jlice complete f		EQUEST		ERSON	NEL A	CTION			2. Reques	1 Number
Extension	of Deta		20 days									4. Propos	ed Effective Data
Te	elephone	Number									•		M-DD-YY
(First Lin	e Superv	risor)	ignature, and Reques				(Second	Line Su	ped Name, Title, pervisor) nature, E			Date/	
			tension, Dat							AULISIOII,	Date		
PART B - Name /Last, F Doe John	First, Middle	aration of	SF 50 (Use eat)	cedes in FP.	M Supplement Z	92-1. Shew a	2. Secial Sec	arrty Number 000-00-00		3. Date of Birt MM-I		4. Effects	ve Date
FIRST AC								ACTION					
A Code	5-B. Nature o	f Action .					6-A. Code	6-B. Nature o	f Action				
C. Code 5-D. Lagal Authority					6-C. Code	6-D. Legal Au	thority						
E Code	Code 5-F. Legal Authority						6-E. Code	6-F. Legal Au	thority				
. FRDM: Pe	FROM: Position Title and Number						15. TD: Po	sition Title s	nd Number				
Secretary 70023000							Military R95870		el Technic	ian			
	0318	Create or Leaved 05	E1.Step or Bone	12. Total Balory		13. Pay Basis	GS	17. doc. Code 0204	18. Grade or Land 05	19.Step or Bate	20. Feter	BalaryiAssard	21. Pay Boss
12A Basic Pay		128. Lecality Adj.	12C. A	d, Basic Pey	120. Other Pa	,	20A. Basic Pay		208. Lacainty Adj.	2	C. Adj. Besic P	'ay	200. Other Pay
Name and Le	scation of Posi	tion's Organizat	10n				22. Name an	d Lecation of Po	sition's Organiza	tien			
KARNO	G a City, O	K	UNIT UIC/PAS C MD	ODE			OKARI Oklahor	NG ma City,	ок	UNIT UIC/PA MD	AS COD	E	
		3 - 10-F 4 - 10-F	Peint/Dusshility Peint/Compensable	5. 6.	- 10-Point/Other - 10-Point/Compensable/	30%	24. Tenure	None Parmorent Indicator	2 - Conditional 3 - Indefinite	25. Agenc	y Use	26. Veterans YES 29. Pay Rote	Preference for RSF ND Deserweent
Retirement P	tan			31.4	Service Comp. Date (Leav	m)	32. Wark Sch	edule				33. Part Tim	
													Boweekly Pay Period
	upred - Competitive Se		3 - SES General 4 - SES Career Reserve		35. FLSA Catagory	pt	36. Appropris	tion Code				37. Bargai	ning Unit Status
Duty Station	Excepted Service Code	er .	4 - SES Career Reserve		39. Duty Station ICA			Location/					
Agency Data		41.		42.	Actual Loca	43.	sidon	44.		-			
Educational L	avel	46.Year D	legree Attained	47. Academ	nec Disciplino	48. Function	oi Class	49. Citizens	hip	50. Vetera	ns Status	51. Su	pervisory Status
PART C - R	leviews a	nd Approv	rais (Not to be	used by reg	vesting affice.	,		1 - USA	B - Other	11		1 1	
	elFunction		Initials/Si		S	Date	_	celFunction		Initials	/Signature		Date
							D.						
							E.						
							F.						
			ns form is accurate and i	hat the			Signature						Approval Date
NTINUED ON	REVERSE SIC	DE				0	VER				Editions Pr	ior to 7/91 A	re Not Usable After 6/30/93 NSN 7540-01-333-6239 USAPPC V1.10

SF 52 (Reverse)					16
PART D - Ren	sarks by Requesting Office				
those to Supervisors:	Do you know of additional or conflicting reasons for t "YES", please state these facts on a superate sheet on	the employee's resignation/retirement?		Yes	No
		IN BUSINESS IN ST 34.7			
Supervisor's	Remarks: (Reason for Extension	on of Detail)			
					10
DART E Emp	leyee Resignation/Retirement				
FANTE - EMP	rakaa wasifinarioniwaritament	BRIVALY AT	T STATEMENT		
You are requested to	furnish a specific reason for your resignation or retir			sals in the Federal service and their r	conds, while section 8506
	ared in any futura decision regarding your re-employer your eligibility for unemployment compensation benefit				
	comes of any documents you should have or any p				
entitled.			The furnishing of this information is voluntary; he your copies of these documents you should he		
	prested under authority of sections 301, 3301, and 85	506 of title 5, U.S. Cade. Sections 301			in mue you; and (3) any
and 3301 authorize Of	PM and agencies to issue				
	-				
1 Reason for Re	esignation/Retirement (NOTE: Your reason	ne are used in determining nos	sible mempioument benefits. Please he s	nacific and aunid naneralizati	one Your
resignation/retires	ment is effective at the end of the day - m	idnight - unless you specify of	herwise.)	pour and arold generalizati	oris. Tour
2 Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, Ci	ity. State. Zin Codel	
				.,,	
PART 5 - Rema	rks for SF 50		ing the second s	17 12 1	
				`	
				•	
				*1	
					USAPPC V1.10

Actions Requested Cassignment	Part B, Homs 1, 7-22, 32, 33, 3			**			1	2. Request Numb	er
crossal Information Call Diame and Talaphane Number!							4	I. Proposed Effect	twe Date
. Telephone Number	eet Batel		6. Action Au	thorized By /7)	rped Name, Title, S	ignature, and Concu	errance Date		<i>DD</i> 11
rst Line Supervisor) me, Title, Signature, Extension, Da			(Second	d Line Su	pervisor)	tension, Da			
RT B Fer Preparation of SF 50 (Use en		12-1. Show al.	i detes in me	ath-day-yee	r arder.)				
ne (Last, First, Middle)			2. Secial Sec	curity Number 200-00-00		3. Date of Birth MM-DD-		4. Effective Date	
IST ACTION				ACTION				State	
5-B. Nature of Action			6-A. Code	6-B. Nature	of Action				
ode 5-D. Legal Authority		81	6-C. Code	6-D. Legal A	sthority				
ode 5-F. Lagal Authority		6-E. Code	6-F. Legal At	rthority					
OM: Pasitian Title and Number		15. TO: Po	sition Title	end Number					
retary (OA) 23000			Secretar 7002300						
The B. Ster. Code 10. Grade or Lored 11. Step or Rote 05 0518	12. Total Balany	13. Foy Bean	16. Pay Plan GS	17. 6sc. Sods 0318	16. Greate or Lord 05	10.Step or Ross	20. Yotal Balan	pikuurd	. 21. Pay 8
Basic Pay 128. Lecality Adj. 12C.	. Adj. Basic Pay 120. Edwar Pay	,	20A. Basic Pay		208. Locality Adj.	20C. A4	, Basic Pay	200.0	Ither Pay
ame and Location of Position's Organization			22. Name an	d Location of P	osition's Organizati	on			
					-				
			OKARI	NG		UNIT			
oma City, OK UIC/PAS C	CODE		Oklaho	ma City,		UIC/PAS (
oma City, OK UIC/PAS C			Oklaho	ma City,		UIC/PAS	to the second	. Yeterana Puoleranc	a tor RIF
oma City, OK UIC/PAS C			Oklahor	ma City,		UIC/PAS (to the second	Veterans Professor YES	ce ter RIF
Orna City, OK UIC/PAS C MD PLOYEE DATA teans Preference 1 - Stees 2 - F-Punt 4 - 10 Prent/Deschirty 4 - 10 Prent/Deschirty 4 - 10 Prent/Deschirty	5-10-Pmillion		Oklahor	ma City,	200 Tradition described	UIC/PAS (28	. Veteranz Proferenc	
oma City, OK UIC/PAS C MD PLOYEE DATA tet and Preference 1 - Mone 2 - 5-Pent 4 - 10-Pent/Compensable GU	5-10-Pmillion	10%	Oklahor	None Permanent I Indicator	200 Tradition described	UIC/PAS (26	YES	NO nent
oma City, OK UIC/PAS C MD PLOYEE DATA tet and Preference	S - 10-Point/Distorr 6 - 10-Point/Compensable/ 31. Service Cemp. Date Batre	10% N	Oklaho	None Permanent I Indicator	2 - Conditional 3 - Indefinets	UIC/PAS (26	YES	nant NO
Oma City, OK UIC/PAS Combo	S - 10-Paint/Dater S - 10-Paint/Dater S - 10-Paint/Dampensable/J 31. Service Comp. Date Bater	10% N	Oklaho	None Permanent I Indicator	2 - Conditional 3 - Indefinets	UIC/PAS (28	YES	NO MO
Oma City, OK UIC/PAS Combo	S - 10-Point@ster 6 - 10-Point@ster 6 - 10-Point@sternesstelf. 31. Service Comp. Date Base 35. FLSA Category E - Earn H - Rose 1 - Earn H		Oklaho) 24. Towart 0 1 28. Annuttani 32. Wort Sch 36. Appropria	ma City, lone Permanent I Indicator sedule	2 - Conditional 3 - Indefinets	UIC/PAS (28	YES I. Pey Rate Octores I. Pert Time Hours II Bives	NO MO
Oma City, OK UIC/PAS Combo	S - 10-Paint/State S - 10-Paint/Compensable/ 31. Service Comp. Date (Leave	ol pt county – Sto	Oklaho) 24. Tours 0 1. 28. Annuitani 32. Wert Sch 36. Appropria	ma City, lone Permanent I Indicator sedule	2 - Conditional 3 - Indefinets	UIC/PAS (28	YES	NO MO
Oma City, OK UIC/PAS C MD PLOYEE DATA terans Preference 1 - Stene 2 - S-Pent 4 - 10-Prest/Componitable GU terment Plan SITION DATA stron Occupied 1 - Competitive Service 2 - Exapted Service 4 - SES Certer Reservity States Code	5 - 10-Peart/Distance School S	ol pt county – Sto	Oklaho) 24. Tours 0 1. 28. Annuitani 32. Wert Sch 36. Appropria	ma City, lone Permanent I Indicator sedule	2 - Conditional 3 - Indefinets	UIC/PAS (28	YES	NO MO
Oma City, OK UIC/PAS C MD PLOYEE DATA terans Preference 1 - Stene 2 - S-Pent 4 - 10-Prest/Componitable GU terment Plan SITION DATA stron Occupied 1 - Competitive Service 2 - Exapted Service 4 - SES Certer Reservity States Code	S - 10-Partitibition 6 - 10-Partitibition 31. Service Lemp. Date Batter 35. FLSA Casegory E - East When Committee Co	planet by - County - So	Oklahor 24. Temer 0 1: 28. Annutani 32. Work Sch 36. Appropria	None Permanent Indicator Indicator Location 44. 49. Crizzent	2 - Conditional 3 - Indefinite	UIC/PAS (26 29 33	YES	NO Per rickly surved
Orma City, OK UIC/PAS C MD PLOYEE DATA terans Preference 1 - Mone 2 - 5-Pent 4 - 10-Pent/Deschitry 4 - 10-Pent/Compensable GU Dement Plan SITION DATA Sition Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserve 4 - SES Career Reserve and Service 4 - SES Career Reserve 4 - SES Career Reserve 1 - Competitive Service 4 - SES Career Reserve 4 - SES Career Reserve 1 - Career Reserve 4 - SES Career Reserve 4 - SES Career Reserve 1 - Career Reserve 4 - SES Career Reserve 4 - SES Career Reserve 1 - Career Reserve 4 - SES Care	S - 10-Partitibilities 6 - 10-Partitibilities 9 - 10-Partitibilities 131. Service Comp. Date Bases 135. FLSA Category F - Easier 18 - Face 19 - Service Comp. Date Bases 19 - Service Comp. Date Bases 10 - Service Comp. Date Bases 10 - Service Comp. Date Bases 10 - Service Comp. Date Bases 11 - Service Comp. Date Bases 12 - Service Comp. Date Bases 13 - Service Comp. Date Bases 14 - Service Comp. Date Bases 14 - Service Comp. Date Bases 14 - Service Comp. Date Bases 15 - Service Comp. Date Bases 16 - Service Comp. Date Bases 16 - Service Comp. Date Bases 17 - Service Comp. Date Bases 18 - Service Comp. Date Bases 18 - Service Comp. Date Bases 19 - Service Comp	of supplied to the supplied to	Oklahor 24. Temer 0 1: 28. Annutani 32. Wert Sch 35. Apprepria	None Permanent I Indicator sedule 44. 49. Crizzent 1 - 1884	2 - Conditional 3 - Indefinite	UIC/PAS (MD	26 29 33	YES Per Inne Hours Tone Hours Ton	NO Per rickly surved
Oma City, OK UIC/PAS C MD PLOYEE DATA tet and Preference 2 - 5-Pent	S - 10-Partitibilities 6 - 10-Partitibilities 9 - 10-Partitibilities 131. Service Comp. Date Bases 135. FLSA Category F - Easier 18 - Face 19 - Service Comp. Date Bases 19 - Service Comp. Date Bases 10 - Service Comp. Date Bases 10 - Service Comp. Date Bases 10 - Service Comp. Date Bases 11 - Service Comp. Date Bases 12 - Service Comp. Date Bases 13 - Service Comp. Date Bases 14 - Service Comp. Date Bases 14 - Service Comp. Date Bases 14 - Service Comp. Date Bases 15 - Service Comp. Date Bases 16 - Service Comp. Date Bases 16 - Service Comp. Date Bases 17 - Service Comp. Date Bases 18 - Service Comp. Date Bases 18 - Service Comp. Date Bases 19 - Service Comp	of supplied to the supplied to	Oklahor 24. Temers 0 1. 28. Annutten 32. Wert Sch 36. Apprepria	None Permanent I Indicator sedule 44. 49. Crizzent 1 - 1884	2 - Conditional 3 - Indefinite	UIC/PAS (MD	28 29 33 33 33 34 34 34 34 3	YES Per Inne Hours Tone Hours Ton	NO Per rickly surved
Oma City, OK UIC/PAS C MD PLOYEE DATA tet and Preference 1 - None 2 - S-Pent 4 - 10-Point/Deabhity Let company Plan SITION DATA SITION DATA SITION DATA SITION DATA SITION DATA SITION DATA SITION Cocupied 1 - Campatitive Service 2 - Excepted Service 4 - SES General 1 - SES General 1 - SES General 1 - SES General 4 - SES Carrier Reservicy Stateon Code ency Data 41. SET C - Reviews and Approvals (Net to be	S - 10-Paint/Balan 8 - 10-Paint/Balan 31. Service Comp. Date (Leonary 32. FLSA Category road 33. Burty Station (CA Actual Local 42. 47. Academic Discipline	non-series of the series of th	Oklahor 24. Temers 0 1. 28. Annutten 32. Wert Sch 36. Apprepria	Nema City,	2 - Conditional 3 - Indefinite	UIC/PAS (MD	28 29 33 33 33 34 34 34 34 3	YES Per Inne Hours Tone Hours Ton	NO Per skity wrond t Status
Oma City, OK UIC/PAS C MD PLOYEE DATA tet and Preference 1 - None 2 - S-Pent 4 - 10-Point/Deabhity Let company Plan SITION DATA SITION DATA SITION DATA SITION DATA SITION DATA SITION DATA SITION Cocupied 1 - Campatitive Service 2 - Excepted Service 4 - SES General 1 - SES General 1 - SES General 1 - SES General 4 - SES Carrier Reservicy Stateon Code ency Data 41. SET C - Reviews and Approvals (Net to be	S - 10-Paint/Balan 8 - 10-Paint/Balan 31. Service Comp. Date (Leonary 32. FLSA Category road 33. Burty Station (CA Actual Local 42. 47. Academic Discipline	non-series of the series of th	Oklahor 24. Temers 0 1. 28. Annutten 32. Wert Sch 36. Apprepria	Nema City,	2 - Conditional 3 - Indefinite	UIC/PAS (MD	28 29 33 33 33 34 34 34 34 3	YES Per Inne Hours Tone Hours Ton	NO Per skity writed t Status
Oma City, OK UIC/PAS C MD PLOYEE DATA terans Preference 1 - Mone 2 - 5-Pent 4 - 10-Pent/Compensable GU Dement Plan SITION DATA Sition Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reservey Service 4 - SES Career Reservey AND 3 - SES General 4 - SES Career Reservey 4 - SES Career Reservey 4 - SES Career Reservey AND 3 - SES General 4 - SES Career Reservey 4 - SES Career Reservey 4 - SES Career Reservey 4 - SES Career Reservey AND 41.	S - 10-Paint/Balan 8 - 10-Paint/Balan 31. Service Comp. Date (Length 7004) 32. FLSA Category 1 - 10-10 1 -	non-series of the series of th	24. Tomes 24. Tomes 32. Work Sch 35. Appropria 36. Appropria 1000 1010 1020 1030 1040 1050	Nema City,	2 - Conditional 3 - Indefinite	UIC/PAS (MD	28 29 33 33 33 34 34 34 34 3	YES Per Inne Hours Tone Hours Ton	NO Per skity writed t Status

PART D - Rem					-16
	narks by Requesting Office				
	Do you know of additional or conflicting reasons "YES", please state these facts on a separate shee			Yes	No
supervisor's selected fr		tatement is not necessary,	but does receive the military assign	nment information	on positio
concur with	h this reassignment.				
Signature o	of Technician/Date				
ART E – Emp	loyee Resignation/Retirement	ON THAT Y AFT	r statement		
eason may be conside e used to determine y rimarily to mail you ntitled.	ered in any future decision regarding your re-empli your aligibility for unemployment compensation ber copies of any documents you should have or as	ratinsment and a forwarding address. Your syment in the Federal service and may also serfits. Your forwarding address will be used by pay or compensation to which you are	regulations with regard to employment of individuals in the requires opencies to furnish the specific reason for terms State agency in connection with administration of unemplo The furnishing of this information is voluntary; however, your copies of those documents you should have: (2)	nation of Federal service to the yment compensation programs. failure to provide it may result. If pay or other compensation	Secretary or Labor or in your not receiving:
	quested under authority of sections 301, 3301, an PM and agencies to issue	d 8506 of title 5, U.S. Code. Sections 301	unemployment compensation benefits to which you may be	entitled.	
		•			
Reason for Re signation/retires	esignation/Retirement (NOTE: Your rea ment is effective at the end of the day -	sons are used in determining poss midnight — unless you specify oth	ible unemployment benefits. Please be specific envise.)	and avoid generalization	ns. Your
-					
					4
			•		
	10 H C	1	T		
flective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, Sta	te, Zip Code/	
		4. Date Signed	5. Forwarding Address (Number, Street, City, Sta	te, Zip Code)	
	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, Ste	te, Zip Gode)	
		4. Date Signed	5. Forwarding Address (Number, Street, City, Ste	te, Zip Code)	
		4. Date Signed	5. Forwarding Address (Number, Street, City, Ste	re, Zip Code)	
		4. Date Signed		te, Zip Code)	
		4. Date Signed	5. Forwarding Address (Number, Street, City, Ste	te, Zip Code)	
		4. Date Signed		re, Zip Code)	
		4. Date Signed		re, Zip Code)	
		4. Date Signed		re, Zip Code)	
		4. Date Signed		re, Zip Code)	
		4. Date Signed		re, Zip Code)	
Hective Date		4. Date Signed		re, Zip Code)	
		4. Date Signed		re, Zip Code)	
		4. Date Signed		re, Zip Code)	
		4. Date Signed		re, Zip Code)	

Standard Form 52-8 Re. 791 U. Office of Personnel Management FM Supp. 296-33, Switch. 3 REQUEST F	OR PE	ERSON	NEL A	CTION					
PART A - Requesting Office (Also complete Part 8, Hours 1, 7-22, 32, 33 a Actions Requested Change to Lower Grade	and 39.)						2. Reques	st Number	
Telephone Number								ed Effective D	
Action Requested By Typed Name, Title, Signature, and Request Date)				yped Name, Title, S	Signature, and	Cancumance i			
First Line Supervisor) Name, Title, Signature, Extension, Date				ipervisor) gnature, Ex	tension,	Date			
PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 282-	1. Show all				3. Date of Bi	-44	4. Effects	Data	
Name (Last, First, Middle) Smith, Jane Mary		2. Secial Sec	11-11-1			DD-YY	4. Effects	AS DRICE	
FIRST ACTION		SECOND							
A Coce 5-8. Mature of Action		6-A. Code	6-B. Nature						
C. Code S-D. Legal Authority		6-C. Cede	6-D. Lagal A	uthority					
5 E. Cooe S-F. Logal Authority		G-E. Code	6-F. Legal A	uthority					
7. FRDM: Position Title and Number		15. TO: Po	sition Title	and Number					
Welder, R00000000		Welder,	R00000	000					
V C 3703 11 11 11 11 11 11 11 11 11 11 11 11 11	13. Pay Sons	WG	17. Sec. Sade 3703	10 Grade or Land	10.3top or Res	o 30. Total	Saterphound		21. Pay Bosis
12A Basic Pay 12B. Lecelty Adj. 12C. Adj. Benic Pay 12D. Other Pay		20A. Beac Pay		208. Lecebry Adj.	1	IOC. Adj. Basic Po	4	200. Other Pe	7
4. Name and Location of Position's Organization		22. Name and	Location of P	 esition's Organizati	on-				
na City, OK UIC/PAS CODE MD		OKANO	i na City,	OK	UNIT UIC/P. MD	AS COD	E		
EMPLOYEE DATA 3 Veterans Profesence		24. Tenure			25. Agenc	v Ilea	26 Votorous P	reieseca for RI	
1 - None 3 - 10-Point (Disability 5 - 10-Point (Ottor) 2 - 5-Point 4 - 10-Point (Compensable 6 - 10-Point (Compensable 20%)		10 - 1	tone Permanent	2 - Conditional 3 - Indolesco	a.u. regun	7	YES		ND ND
? FEGLI		28. Annuitant					29. Pey Rate		
D. Retirement Plan 31. Service Comp. Data Blassel		32. Work Scho	aduda .				33. Part Tim	Moure Box	
7. TELLIFORNELL FIRST		JZ. WOLL SCIE	NAME .					Boweekly Pay Period	
POSITION DATA									
Position Occupied 35. FLSA Category 1 - Competitive Service 3 - BES Gaterni 1 - Competitive Service 4 - BES Category 1 - Benezimen 1 - Benezim	pt	36. Appropriat					37. Bargain	ing Unit Statu	ıs
Duty Station Code 39. Duty Station (City Actual Location			ecetion/						
Agency Osta 41. 42. 4	13.		44.						
Educational Level 45.Year Degree Attained 47. Academic Decipine 4	48. Functional	Class	49. Citizens	ship 8 - Other	50. Vetera	ms Status	51. Sug	ervisory State	us
PART C - Reviews and Approvals (Not to be used by requesting effice.)				a pies	I L		1 1	r s	
1. Office/Function Invitats/Signature E	Date	D. Office	elFunction		Initials	:/Signature		+	Date
		E.						+	
		F.							
		Signature						Approval C	Date
Approval: I certify that the information entered on this form is accurate and that the									

those to Supervisors: Do	rics by Requesting Office by you know of additional or conflicting reasons for the arrolloy 55°, please state these facts on a separate sheet and attach to cernarics: (Reason for Change to Lo	1 ar 323		Yes	No s
"I concur/none	concur with this change to lower gra	de.			
(Technician's	Signature/Date)				
You are requested to fur reason may be consider reason may be considered to be used to determine the primarily to mail you be entitled. This information is required and 3301 authorize DP6	-	d a forwarding address. Your Foderal service and may also verarding address will be used impensation to which you are de 5, U.S. Cade. Sections 301	State agency in connection with administration of unemple. The furnishing of this information is voluntary; however, your copies of these documents you should have: I swemployment compensation benefits to which you may be	loyment compensation pregr , failure to provide it may re (2) pay or other compens: se entitled.	ams. Bault in your not receiving: (1) ation due you; and (3) any
Reason for Re- resignation/retiren	signation/Retirement (NOTE: Your reasons are useful to the day — midnight sent is effective at the end of the day — midnight	ised in determining pos — unless you specify at	sible unemployment benefits. Please be specif nerwise.)	ic and avoid generaliz	ations. Your
2. Effective Date	3. Your Signature	4. Date Signed	5. Ferwarding Address (Number, Street, City, S	itate, Zip Code)	
PART 5 - Rema	rks for SF 50				
					USAPPC VI.10

ART A - Requesting Office (Also complete Part 8, Humas 1, 7-22, 32, 33, 36 and 35.) Internal Requested Stirement/Resignation						2. Reques	st Number
onal Information Cell (Name and Talophone Number)					-		ned Effective Date MM-DD-YY
Telephone Number tton Requested By (Typed Name, Title, Signature, and Request Date)			ypad Name, Title, S	ignature, and	Concurrent	ce Date/	
irst Line Supervisor) ame, Title, Signature, Extension, Date	Name,	Title, Si	ipervisor) gnature, Ex	tension,	Date		
ART B – Fer Preparation of SF 50 (Use only codes in FPM Supplement 202-1, Show one (Last, First, Middle)	all dates in m	o <i>ath-day-yod</i> scurity Number	r order.)	3. Date of Be		4. Effects	nve Date
e, John Told		000-00-0		MM-I	D-Y	Y	
RST ACTION Code 5-B. Nature of Action	SECON 6-A. Cook	6-B. Nature					
Code S-B. Mature of Action							
Code 5-0. Legal Authority	6-C. Code	6-D. Legal A	Lutherity				
Code 5-F. Legal Authority	6-E. Code	6-F. Legal A	uthority				
RDM: Position Title and Number	15. TO: F	esition Title	and Number				
cretary (OA)							
11.0 c. Cale	16. Pay Plan	17. Gas. Gade	16. Grado ar Lavel	16.Step or Res	20.	Total SalaryiAssani	21. Pay Biol
Sasc Pay 128. Lecativy Ad. 12C. Ad. Banc Pay 120. Stine Pay	20A. Besic Pe	Y	208. Lacelity Adj.	12	DC. Adj. Bes	sic Pay	200. Other Pay
-							
	22 Name 1	nd Incation of	Poertion's Broanizat	100			
Name and Location of Position's Organization	22. Name a	and Location of	Position's Organizat	ion			
	22. Name a	and Location of	Position's Organizat	ion			
CARNG UNIT	22. Name a	and Location of	Position's Organizat	ion			
	22. Name a	and Location of	Pesition's Organizat	ion			
Ma City, OK UIC/PAS CODE	22. Name a	and Location of	Position's Organizat	ion			
ma City, OK UIC/PAS CODE MD		and Location of	Position's Organizat				Budanna ta Bet
MPLOYEE DATA Veterans Printenance 1. Innex 3 - 10-Point/Dashinty 5 - 10-Point/Order 5 - 10-Point/Order	24. Tenure	1 m 22 m	2-Confidence	25. Agend	ay Use		Profession for RIF
MPLOYEE DATA VICTORAL Particular Preference 1 - Server 1 - Server (Destroitry 5 - 18-Point/Orter) 2 - Share 4 - 18-Point/Componsable 6 - 18-Point/Componsable/30%	24. Tenure) - None - Purmanent	a a a a a a a a a a a a a a a a a a a		y Use	YES	
MPLOYEE DATA Veterans Preference 1 - Borne	24. Tenure) - None - Permanent - Permanent Indicator	2-Confidence		y Use	YES 29. Pay Rat	NO te Beterminant
MPLOYEE DATA Veterans Preference 1 - Server 4 - 18-Point/Compensable 5 - 18-Point/Compensable 6 - 18-Point/Compensable 6 - 18-Point/Compensable 6 - 18-Point/Compensable 7 - 18-Point/Compensable	24. Tenure) - None - Permanent - Permanent Indicator	2-Confidence		y Use	YES 29. Pay Rat	IN Determinant The Hours Per Boundekly
MPLOYEE DATA Veterans Preference 1 - Bane 3 - 10-Pont/Coastáltry 2 - 5-Point 4 - 10-Pont/Componitable 6 - 10-Pont/Componitable 6 - 10-Pont/Componitable 75-10-Pont/Componitable 75-10-Pont/Componita	24. Tenure) - None - Permanent - Permanent Indicator	2-Confidence		y Use	YES 29. Pay Rat	to Determinant
MPLOYEE DATA Veterans Profesence 1. Service Service 4. 10-Point/Compensable 1. Service Comp. Data (Lewer) DISTION DATA Position Decayaged 3. FLSA Catagogry 3. FLSA Catagogry	24. Tenure	0 - Rome 1 - Permanent Int Indicates chedule	2-Confidence		y Use	29. Pay Rati	IN Determinant The Hours Per Boundekly
TARNG UNIT UIC/PAS CODE MD MPLOYEE DATA Verezans Preference 1. Service 3. 18-Point/Outshirty 2. 5-Point 4. 18-Point/Componentable 8. 18-Point/Outshirty 8. 18-Point/Componentable 8. 18-Point/Componentable 9. 18-Point/Compone	24. Tenure 28. Annuits 32. Work S 36. Approp	5 - None - Permanent int Indicates Checkule	2-Confidence		y Use	29. Pay Rati	te Determinant me Mourz Per Boweekly Pay Period
TARING UNIT UIC/PAS CODE MD MPLOYEE DATA Veteran Preference 1. feets 2. 5-Point 3. 10-Point/Ostability 5. 10-Point/Ostability 6. 10-Point/Ostability 8. 10-Point/Ostability 1. feets	24. Tenure 28. Annuits 32. Work S 36. Approp	5 - None - Permanent int Indicates Checkule	2-Confidence		y Use	29. Pay Rati	te Determinant me Mourz Per Boweekly Pay Period
MPLOYEE DATA Verterans Professore 1 - Norm 2 - S-Panet 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 8 - 10-Point/Other 10-Point/Compensable 31. Service Comp. Date (Level) OSITION DATA Position Diccusped 1 - Compension Service 2 - Satistical Service 3 - SES General 4 - SES Carner Reserved 30. Duty Station (City - County- No. Novement) 10-10-10-10-10-10-10-10-10-10-10-10-10-1	24. Tenure 28. Annuits 32. Work S 36. Approp	5 - None - Permanent int Indicates Checkule	2-Confidence		ty Use	29. Pay Rati	te Determinant me Mourz Per Boweekly Pay Period
MPLOYEE DATA Vererians Profesence 3 - 10-Print/Ossability 1 - Service Camp. Data (Leowel) Returnment Plan 31. Service Camp. Data (Leowel) DISTION DATA Position Decapitors 1 - Compensional Service 2 - Example Service 3 - SES General Reserved Duty Station Cade 33. Duty Station of Cause	24. Tenure 28. Annuita 32. Work S 36. Approp	D - None - Permanent int Indicator chedule	2 - Conditional 3 - Industrials	25. Agend	cy Use	YES 29. Pay Rat 33. Part Te 37. Bargar	te Determinant me Mourz Per Boweekly Pay Period
MPLOYEE DATA Weltrans Profesence 1 - Server	24. Tenure 28. Annuita 32. Work S 36. Approp	D. Reme Permittent Int Indicator Chadule Fishion Code 44. 49. Citize	2 - Conditional 3 - Industrials	25. Agend		YES 29. Pay Rat 33. Part Te 37. Bargar	NO s Betsmenant me Mours Per Generality Pey Period Phys Period Only 1 Status
MPLOYEE DATA Veterand Preference 1 - None 2 - SPount 4 - 10 Pount/Companisable SECIO SECION 31. Service Camp. Dest (Leave) 32. Example Companisable 33. ELSA Category 1 - Companison 1 - Companison 1 - Example 2 - Example 2 - Example 3 - Example 4 - Example 5 - Example 6 - Example 7 - Example 8 - Example 9 - Example 1 - Example 2 - Example 2 - Example 3 - Example 4 - Example 6 - Example 8 - Example 9 - Example 1 - Example 1 - Example 1	24. Tenure 28. Annuita 32. Work S 36. Approp	D. Reme Permittent Int Indicator Chadule Fishion Code 44. 49. Citize	2 - Conditional 3 - Indefends	25. Agent		YES 29. Pay Rat 33. Pan Ta 37. Banga	NO s Betsmenant me Mours Per Generality Pey Period Phys Period Only 1 Status
MPLOYEE DATA Verticans Preference 1 - None 2 - 5-Yeart 1 - Depend Chashistry 2 - 5-Yeart 2 - 5-Yeart 3 - 10-Pend Chashistry 4 - 10-Pend Chashistry 5 - 10-Pend Chasperson 6 - 10-Pend Chasperson 1 - Compensors General 1 - Compensors General 2 - Exampl 1 - Compensors General 2 - Exampl 1 - Compensors General 2 - Exampl 2 - Exampl 3 - SES General 3 - SES Conseral 4 - SES Conseral 8 - Duty Station Code 39. Duty Station Code 40-Year Degree Attained 47. Academic Discipline 48. Functional Level 49. Functional Level 49. Functional Level 40. Functional Level 41. Functional Level 42. Functional Level 43. Functional Level 44. Functional Level 45. Functional Level 46. Functional Level 47. Academic Discipline 48. Functional Level	24. Tenure 28. Annuita 32. Work S 36. Approp	0 - Rene - Purnament nt Indicates chedule riation Code sc (postinal)	2 - Conditional 3 - Indefends	25. Agent	nns Status	YES 29. Pay Rat 33. Pan Ta 37. Banga	NO as Betsmenant me Nours Per Beneathy Per Period Per Period inning Unit Status
MPLOYEE DATA Veterans Preference 1 - Series 2 - S-Paint 4 - 10-Paint/Componitable 2 - S-Paint 3 - 18-Paint/Componitable 5 - 18-Paint/Componitable 6 - 19-Paint/Componitable 7 - 19-Paint/Componitable 9 - 19-Paint/Componitable 1 - Componition Service 2 - Example 1 - Componition Service 2 - Example 1 - Componition Service 3 - SES General 4 - SES Cornet Reserved 3 - SES General 8 - Nonsample 1 - Country 1 - Count	24. Tenure 28. Annuita 32. Work S 36. Approp	0 - Rene - Purnament nt Indicates chedule riation Code sc (postinal)	2 - Conditional 3 - Indefends	25. Agent	nns Status	YES 29. Pay Rat 33. Pan Ta 37. Banga	NO as Betsmenant me Nours Per Beneathy Per Period Per Period inning Unit Status
MPLOYEE DATA Veterans Preference 1 - None 2 - 5-Yeart 1 - Depart Descriptor 2 - 5-Yeart 1 - Depart Descriptor 3 - 10-Point Descriptor 4 - 10-Point Descriptor 2 - 5-Yeart 3 - 10-Point Descriptor 4 - 10-Point Descriptor 5 - 10-Point Detail 6 - 10-Point Descriptor 7 - 10-Point Descriptor 8 - 10-Point Descriptor 9 -	24. Tenure 28. Annuita 32. Work S 32. Work S 36. Approp	0 - Rene - Purnament nt Indicates chedule riation Code sc (postinal)	2 - Conditional 3 - Indefends	25. Agent	nns Status	YES 29. Pay Rat 33. Pan Ta 37. Banga	NO as Betsmenant me Nours Per Beneathy Per Period Per Period inning Unit Status
MPLOYEE DATA Veterans Preference 1 - None 2 - 5-Yeart 1 - Depart Descriptor 2 - 5-Yeart 1 - Depart Descriptor 3 - 10-Point Descriptor 4 - 10-Point Descriptor 2 - 5-Yeart 3 - 10-Point Descriptor 4 - 10-Point Descriptor 5 - 10-Point Detail 6 - 10-Point Descriptor 7 - 10-Point Descriptor 8 - 10-Point Descriptor 9 -	24. Tenure 28. Annuita 32. Work S 36. Approp	0 - Rene - Purnament nt Indicates chedule riation Code sc (postinal)	2 - Conditional 3 - Indefends	25. Agent	nns Status	YES 29. Pay Rat 33. Pan Ta 37. Banga	NO as Betsmenant me Nours Per Beneathy Per Period Per Period inning Unit Status

thate to Supervisors: Do	ks by Requesting Office you knew of additional or conflicting reasons for the employed's in ", please state these facts on a separate sheet and attach to SF 5 emarks: Reason for Resignation or Re	12.1		Yes	No
You are requested to function may be considered to function be used to determine you primarily to mail you co entitled. This information is required and 3301 authorize OPM		rg merotz and man sing address will be used S streen to which you are U.S. Code. Sections 301	egulations with regard to employment of individuals in t equirsis agencies to furnish the specific reason for term taste agency in commiscion with administration of unemplot. The furnishing of this information is relatedity; however, your capies of those documents you should have; (if unemployment compensation benefits to which you may be	syment compensation program failure to provide it may res 2) pay or other compensat e entitled.	ns. ult in your net receiving: (1) nen diez you; and (3) any
resignation/retirem	ignation/Retirement (NOTE: Your reasons are used ent is effective at the end of the day — midnight — un nark: Reason for resignation or retiren	sess you specify one	ole unemployment benefits. Please be specifi nwise.)	c and avoid generaliza	tions. Your
2. Effective Date MM-DD-YY PART 5 - Rema	3. Your Signature	4. Data Signed MM-DD-YY	5. Farwarding Address (Number, Street, City, S EMPLOYEE'S FORWARDING		
			X .		

Actions Requested	Part B, Itaas 1, 7	-22, 32, 31, 30	200 32.)						2. Request	Number
onal Information Call (Name and Talaphane Number)										d Effective Date 1M-DD-YY
Telephone Number	er Parai			6. Action Au	thorized By /7	Typad Name, Title, S	ignature, and Con-	сигланся Ол	-	
rsi Line Supervisor) me. Title, Signature, Extension, Dat				(Second Name,	Line St Title, Si	upervisor) gnature, Ex	tension, Da	ate		
RTB - For Preparation of SF 50 (Use eat) me (Last, First, Middle)	ly cedes in FPM S	Supplement 29.	2-1. Show at	2. Secial Set	urch-day-pod curity Number 200-00-0		3. Date of Birth MM-DD	LYY	4. Effective	e Date
e, John Told				1 '	ACTION					
ST ACTION Social Sea. Nature of Action				6-A. Code	6-B. Nature					
Code S-D. Lagal Authority					6-D. Legal A	Luthority				
Code S-F. Legal Authority .					6-F. Legal A	Luthority				
OM: Pesition Title and Number retary (OA) 23000 –				15. TO: Po	osition Title	and Number				v
S 0318 05 11.Brap or Batta	12. Total Balany		13. Pay Book	16. Pay Plan	17. (linc. Code	19. Grade or Local	18.Stop or Bato	39. Total 2	latarpiteogra	21. Pay
asic Pay 12B. Lacatory Adj. 12C. A	Adj. Basic Pay	120. Other Pay		20A. Book Pey		208. Lecality Aci.	20C.	Adj. Bosic Pe	y	200. Other Pay
me and Location of Position's Organization						Position's Organizat				
ma City, OK UIC/PAS MD	CODE			3						
ma City, OK UIC/PAS MD PLOYEE DATA	CODE			24 1		TO STATE OF THE ST	25 Approx III		28. Verana	halanaca ter RIF
ma City, OK UIC/PAS MD PLOYEE DATA erans Preference 3 - 10-Penal Desability	5-18-	Paint/Other		24. Tenure		2-	25. Agency Us		28. Veterans (Preference for RIF
ma City, OK UIC/PAS MD PLOYEE DATA evans Preference 1 - News 2 - 10-Point/Dashitry 4 - 10-Point/Componenties	5-18-	Psint/Orbor Psint/Compensable/30		24. Tenure	None Parmanent t Indicator	2 - Confined			<u> </u>	NO
ma City, OK UIC/PAS MD PLOYEE DATA erans Preference 1 - Name 2 - 5-Paint 4 - 10-Paint/Companishing	5 - 10- 6 - 10-	Pset/Compensable/30	0%	24. Tenure 0 - 1 - 28. Ameritan	t Indicator	2 - Confined			YES 29. Pay Rate	NO Determinant
ma City, OK UIC/PAS MD PLOYEE DATA terans Preference 1 - Name 2 - 5-Pent 4 - 10-Pent/Disability GU	5 - 10- 6 - 10-	Point/Compansable/30 ce Comp. Data (Laeve	0%	24. Tenure 0 1- 28. Annuitan 32. Work Sci	t Indicator	2 - Confined			YES	NO Determinant
ma City, OK UIC/PAS MD PLOYEE DATA evans Preference 1 - Mane 3 - 10-Point Datability 4 - 10-Point Componentials Unterment Plan STION DATA inton Occupied	5 - 10-15 6 - 10-1 31 - Serve	ce Cerry. Date (Level)%	24. Tenure 0 1- 28. Annuitan 32. Work Sci	t Indicator	2 - Confined			YES 29. Pay Rate 33. Part Tim	Determinant Betweekly
ma City, OK UIC/PAS MD PLOYEE DATA er ans Preference 1 - None 2 - 5-Point 4 - 10-Point/Componishle SITION DATA itton Decupied 1 - Ecoportiny Service 2 - Excepted Service 4 - SES General 4 - SES General 4 - SES General 5 - SES General 6 - SES General 7 - SES General 7 - SES General 8 - SES General 9 - SES General	5 - 10-15 6 - 10-1 31 - Serve 35 - 1	PLSA Category E - Europe N - Nones)\$	24. Tenure 10 11 28. Assuritan 32. Work Sci	t Indicator	2 - Confined			YES 29. Pay Rate 33. Part Tim	Determinant e Hours Per Biveveikly Pay Period
ma City, OK UIC/PAS MD PLOYEE DATA er ans Preference 1 - None 2 - 5-Point 4 - 10-Point/Componishle SITION DATA itton Decupied 1 - Ecoportiny Service 2 - Excepted Service 4 - SES General 4 - SES General 4 - SES General 5 - SES General 6 - SES General 7 - SES General 7 - SES General 8 - SES General 9 - SES General	5 - 18-6 - 18-1 5 - 18-1 31. Serve 35.	CO Comp. Date (Laret FLSA Category E - Europe	1%	24. Tenure 10 11 28. Assuritan 32. Work Sci 36. Appropris	t Indicator	2 - Confined			YES 29. Pay Rate 33. Part Tim	Determinant e Hours Per Biveveikly Pay Period
PLOYEE DATA terans Preference 1 - Base 2 - 5-Pent 3 - 1D-PentiDisability 4 - 1D-PentiDisability 5 - 5-Penti 3 - 1D-PentiDisability 4 - 1D-PentiDisability 4 - 1D-PentiDisability 4 - 1D-PentiDisability 5 - 5-Penti 3 - 1D-PentiDisability 4 - 1D-PentiDisability 5 - 1D-PentiDisability 4 - 1D-PentiDisability 4 - 1D-PentiDisability 4 - 1D-PentiDisability 4 - 1D-PentiDisability 5 - 1D-PentiDisability 4 - 1D-PentiDisability 5 - 1D-PentiDisability 6 - 1D-PentiDisability 7 - 1D-PentiDisability 7 - 1D-PentiDisability 7 - 1D-PentiDisability 8 - 1D-PentiDisability 8 - 1D-PentiDisability 8 - 1D-PentiDisability 9 - 1D-PentiDisa	5 - 18-6 - 18-1 5 - 18-1 31. Serve 35.	Point/Compensable/30 co Comp. Dote (Level FLSA Category R - Some N - Nomes Duty Station (City	1%	24. Tenure 10 11 28. Assuritan 32. Work Sci 36. Appropris	t Indicator hedule ation Code Lecation/	2 - Confined	25. Agency M		YES 29. Pay Rate 33. Part Tim 37. Bargain	Determenant e Hours Per Beweekly Pay Period Unit Status
ma City, OK UIC/PAS MD PLOYEF DATA terans Preference 1 - Name 2 - 5-Pant 3 - 10-PantiDisability 4 - 10-PantiDisability 5 - 10-PantiDisability 4 - 10-PantiDisability 4 - 10-PantiDisability 5 - 10-PantiDisability 4 - 10-PantiDisability 6 - 10-PantiDisability 6 - 10-PantiDisability 6 - 10-PantiDisability 6 - 10-PantiDisability 7 - 10-PantiDisability 8 - 10-PantiDisability 9 - 10-PantiDis	5 - 18-16 6 - 18-1 5 - 18-16 31 . Served 35	FLSA Category FLSA Category E - Essen N - Bossa Duty Station (City)	- County - St	24. Tenure 0 1 1. 28. American 32. Work Sci 36. Appropri	t Indicator hedule stion Code Location/ 44.	2 - Conditional 3 - Indefinits			YES 29. Pay Rate 33. Part Tim 37. Bargain	Determinant e Hours Per Biveveikly Pay Period
PLOYEE DATA terans Preference 1 - None 2 - 5-Pent 4 - 10-Pent/Disability 4 - 10-Pent/Disability 4 - 10-Pent/Disability 2 - 5-Example Service 2 - Exampled Service 2 - Exampled Service 4 - SES Carrier Reservice 2 - Exampled Service 4 - SES Carrier Reservice 2 - SES Carrier Reservice 4 - SES Carrier Reservice 2 - SES Carrier Reservice 4 - SES Carrier Reservice 2 - SES Carrier Reservice 4 - SES Carrier Reservice 2 - SES Carrier Reservice 4 - SES Carrier Reservice 2 - SES Carrier Reservice 4 - SES Carrier Reservice 3 - SES Carrier Reservice 4 - SES Carrier Reservice 4 - SES Carrier Reservice 4 - SES Carrier Reservice 5 - SES Carrier Reservice 6 - SES Carrier Reservice 6 - SES Carrier Reservice 7 - SES Carrier Reservice 8 - SES Carrier Reservice 9 - SES Carrier Reservice 9 - SES Carrier Reservice 9 - SES Carrier Reservice 1 - SES Carrier Reservice 2 - SES Carrier Reservice 2 - SES Carrier Reservice 3 - SES Carrier Reservice 4 - SES Carrier Reservice 1 - SES Carrier Reservice 2 - SES Carrier Reservice 3 - SES Carrier Reservice 4 - SES Carrier Reservice 1 - SES Carrier Reservice 2 - SES Carrier Reservice 3 - SES Carrier Reservice 4 - SES Carrier Reservice 1 - SES Carrier Reservice 2 - SES Carrier Reservice 3 - SES Carrier Reservice 4 - SES Carrier Rese	31. Served 31. Served 32. 42. 47. Academic D. asset by reque	Post Componession (St. Compone	- County - St ion of po	24. Tenure 0 1 1. 28. Amunitan 32. Wark Sci 36. Appropria	t Indicator hadule stion Code Location/ 44. 45. Citizes 1 - Its	2 - Confined	25. Agency M	Status	YES 29. Pay Rate 33. Part Tim 37. Bargain	Boverenant Boveekiy Pay Period Brit Status
PLOYEE DATA tet ans Preference 1 - Name 2 - 5-Pent 4 - 10-Pent/Disability 4 - 10-Pent/Disability 4 - 10-Pent/Disability SITION DATA SITION DATA 1 - Competitive Service 2 - Excepted Service 4 - SES General 2 - SES General 2 - SES General 4 - SES General 2 - SES General 4 - SES General 4 - SES General 2 - SES General 4 - SES General	31. Served 31. Served 32. 42. 47. Academic D	Post Componession (St. Compone	- County - St	24. Tenure 0 1 1. 28. Amunitan 32. Wark Sci 36. Appropria	t Indicator hedule stion Code Location/ 44.	2 - Conditional 3 - Indefinits	25. Agency M	Status	YES 29. Pay Rate 33. Part Tim 37. Bargain	Determenant e Hours Per Beweekly Pay Period Unit Status
PLOYEE DATA ter ans Preference 1 - Name 2 - 5-Pennt 4 - 10-Pennt/Disability 4 - 10-Pennt/Disability 4 - 10-Pennt/Disability 4 - 10-Pennt/Disability 2 - 5-Example Service 2 - 5-Example Service 2 - 5-Example Service 4 - 5ES Carrier Reservice 2 - 5ES Carrier Reservice 4 - 5ES Carrier Reservice 5 - 5ES Carrier Reservice 6 - 5ES Carrier Reservice 7 - 5ES Carrier Reservice 8 - 5ES Carrier Reservice 9 - 5ES Ca	31. Served 31. Served 32. 42. 47. Academic D. asset by reque	Post Componession (St. Compone	- County - St ion of po	24. Tenure 1 1 28. Amusitan 32. Wark Sci 36. Approprie ater or Overseas SILION 4 Class	t Indicator hadule stion Code Location/ 44. 45. Citizes 1 - Its	2 - Conditional 3 - Indefinits	25. Agency M	Status	YES 29. Pay Rate 33. Part Tim 37. Bargain	Boverenant Boveekiy Pay Period Brit Status
The Company of the Co	31. Served 31. Served 32. 42. 47. Academic D. asset by reque	Post Componession (St. Compone	- County - St ion of po	24. Tenure 0 1 28. Amusitan 32. Work Sci 36. Appropria 37. Appropria 38. Appropria 4 Class Off D.	t Indicator hadule stion Code Location/ 44. 45. Citizes 1 - Its	2 - Conditional 3 - Indefinits	25. Agency M	Status	YES 29. Pay Rate 33. Part Tim 37. Bargain	Boverenant Boveekiy Pay Period Brit Status

SF 52 (Reverse)						14.
PART D - Rem	arks by Requesting Offic	e				
	Do you know of additional or conflicts YES*, please state these facts on a se				Yes	Mo
	100 , present atom union 10000 pin 0 day		n 92.1			
Supervisor's	Remarks: Reason for	Termination				
			•			
DARTE E	oyee Resignation/Retiren					
LWWI E - Euchi	akes veziðustrottvetitst	nemt	BROVACY AC	T STATEMENT		
You are requested to f	umish a specific reason for your resig	gnation or retirement and a		regulations with regard to employment of individuals in the	e Federal service and their	r records, while section 8506
reason may be consider	red in any future decision regarding ye	our re-employment in the Fed	deral service and may also	requires agencies to furnish the specific reason for termin.	ation of Federal service t	o the Secretary or Labor or a
primarily to mail you t	copies of any documents you should	nsation bonefits. Your forwa have or any pay or compe	roing address will be used insation to which you are	State agency in connection with administration of unemploy	ment compensation progr	ams.
entitled.			• 101	The furnishing of this information is voluntary; however, for		
This information is requ	sested under authority of sections 301	, 3301, and 8506 of title 5	, U.S. Code. Sections 301	your copies of those documents you should have; (2) unemployment compensation benefits to which you may be a	pay or other compans: intitled.	etion due you; and [3] any
and 3301 authorize OPI	M and agencies to issue					
1. Dennes for De						
resignation/retiren	nent is effective at the end of t	rour reasons are used he day midnight u	o in determining poss inless you specify oth	sible unemployment benefits. Please be specific nerwise.)	and avoid generalize	etions. Your
	•			CARCUSTES A ■		
		*3				
2. Effective Date	3. Your Signature		4 0 0 4	le c		
2. Effective Date	3. Tour Signature		4. Date Signed	5. Ferwarding Address (Number, Street, City, State	e, Zip Cade)	
PART 5 - Remar	rks for SF 50					
	22 101 01 30	200 - 2000 A. S. S.	The State of Parished States	444		
						. •

USAPPC V1.10